Leadership Team Minutes
Wednesday, February 1, 2017, 9:00-11:00
333 Willard, Stillwater/2205 MCB, Tulsa

Leadership Team Members Present

| Julie Koch, Interim SAHEP School Head | Ed Harris, COE FDRC Chair |
| Gary Duhon, SAHEP Associate School Head | Jennifer Job, COE Student Affairs |
| Terry Stinnett, SAHEP Faculty Rep | Al Carlozzi, Tulsa Faculty Rep |
| Susan Stansberry, Interim SES School Head | Bert Jacobson, Associate Dean for Research, Engagement and Administration |
| Mwarumba Mwavita, SES Associate School Head | John Romans, COE Dean |
| Ben Bindewald, SES School Representative | Cindy Cario, International Coordinator |
| Jennifer Sanders, STCL School Head | |
| Adrienne Sanogo, STCL Associate School Head | |
| Shelbie Witte, STCL Faculty Rep | |

**Review and approve previous meeting minutes**
Dr. Sanogo motioned to approve the minutes with edits, Dr. Job seconded and the minutes were approved.

**Cindy Cario, International Coordinator**
The International Advisory Council will meet for the first time on February 2 at 3:00. There will be two representatives from each school: Tutaleni Asino, Kathy Curry, Donita Shaw, John Weaver, Taryn Price, and Mike Yough. The council will serve as a liaison and work on objectives in the strategic plan. They will discuss the frequency of meetings and faculty interests, backgrounds and expectations for the council. Cindy shared the names of everyone on the committee. Dean Romans attended a Spring Provost’s Council retreat and there was discussion on what to do with the recent international climate. Cindy sits on an International Advisory Council in the Wes Watkins Center and has discussed this with Dr. Henneberry. His message is a reaffirmation of global engagement and now it the time for the COE to communicate our values. Dr. Romans is developing a COE message. If faculty have ideas, please let Cindy and Christy know. Dr. Jacobson complimented Cindy on being proactive. At a recent meeting, they developed ideas on what the council can do. If faculty has graduate students from these effected countries, please reach out to them.

**Julie Koch, Interim SAHEP School Head**
SAHEP has had two separate meetings. Last week, there was a minor scare with the federal hiring freeze and its effect on counselling students and job searches.

**Terry Stinnett, SAHEP Faculty Rep**
Faculty have questions with RPT configurations and how it will work for faculty under the current structure. April will send the grandfathering clause to the entire COE listserv. Dr. Sanders offered to call Denise Weaver, Executive Assistant to the Provost, to clarify if programs have options to be grandfathered. The committee of the whole will be a big challenge in STCL because that is not how STCL operates.
**Susan Stansberry, Interim SES School Head**
SES will have their first faculty meeting on February 3. This first meeting will focus on reorganization and subsequent meetings will center on finalizing the SES ARPT document. They hope to have the document ready in March. They are also working on growing a solid roll out of courses, articulation agreements and foundation funding for aviation. The Education Leadership search is in the skype interview phase. Jam Khojasteh has worked to gather information from all programs to standardize courses such as REMS 6003 ANOVA. Regardless of who teachers, these courses will have the same curriculum and course work. SES is also working with Cindy for online cohorts and Dr. Khojasteh is starting a waitlist so COE students can get on it early.

**Jennifer Sanders, STCL School Head**
Dr. Sanders will meet with staff this week to discuss their needs during the reorganization transition and how to address the changing demands on staff. The Special Education search is going well with 13 applicants and Dr. Penny Cantley is reviewing them. The Foreign Language Education program received their CAEP recognitions with conditions. Dr. Romans thanked Dr. Sanders and Dr. Sanogo for their work with the Foreign Language Program. STCL received an estate gift for the writing project and scholarships and recently signed these agreements. The Jimpy gift came along serendipitously and Dean Romans thanked Denise Unruh, Senior Director of Development, for advocating for the COE. STCL has a scheduled faculty meeting next week and the Colvin Center School Head search went out today.

**Shelbie Witte, STCL Faculty Rep**
There is concern that the new phones show up as restricted numbers in call ID. STCL will look into the settings and check the telecom website.

**Jennifer Job, COE Student Affairs**
Judy Nalon, COE Assessment Specialist, received the login for teacher education. There are specific guidelines for distributing this data and it has to be used for program improvement of accreditation. Programs are required to request data from Judy and SES will develop a blanket request for them. The data is updated twice a year. CCS has helped with this and with funding. The Student Affairs Committee will make scholarship decisions on the February 17th. In previous years, schools had a few weeks to review applications. The university deadline was moved up and schools no longer have this time.

**Ed Harris, COE FDRC Chair**
FDRC will meet February 8 to review the nomination materials. Faculty members are concerned that award nominations are not considered fairly. FDRC will strictly follow the criteria for each award and Leadership Team discussed ideas for encouraging more faculty to apply. Administrators should encourage faculty to apply and to keep reapplying. There should also be a protocol for reapplying. Perhaps recommendation letters could be good for three years. Letters should be sent to faculty with real feedback.
**Al Carlozzi, Tulsa Faculty Rep**
Dr. Fry will soon establish meetings in Tulsa. Dr. Carlozzi invited Dean Romans to visit Tulsa faculty and Dr. Koch invited faculty to join her scheduled visit on Monday, February 13. Dean Romans has an upcoming budget presentation with central administration and will be discussing opportunities and challenges at OSU Tulsa.

**Bert Jacobson, Associate Dean for Research, Engagement and Administration**
Dr. Jacobson is attending the COE International Advisory Council meeting. He is also looking into having a research fellow to increase the research culture in the COE and will reach out to school heads to name top researches. As school heads go through the CVS and A&D process, please target faculty that are strong in engagement. So there can be a good spread in newsletters to communicate this. We need to develop the relationship with the COE community and the Stillwater community. Dr. Jacobson is chairing the SES School Head search committee and has begun space discussions with a committee. At the last Leadership Team meeting, he shared a template with the team as a starting point for possible space changes. A goal of the committee will be to develop other templates and to balance faculty needs and program needs. They will also discuss phones, business cards, etc.

**Charter School Proposals**
The COE has been sponsoring ASTEC Charter School for approximately five years and has laid the groundwork for further involvement with other charter schools. When the ASTEC Agreement is up for reauthorization, the COE will discuss it using our policies. Last fall, Dr. Utley started drafting documents on how to proceed with this administrative structure and Dr. Davis will be picking this up. Dean Romans shared a draft of a Charter School Oversight document. Aspasia Carlson, Principal of John Marshall Mid High School, has submitted an application to the COE. We will be using old process and procedure for reviewing this application and then make recommendations to the provost. Leadership Team discussed the Charter School Oversight document and the John Marshall Mid High School application.

- What is faculty liaison? Dean Romans interpreted it as a COE faculty member. The COE would designate faculty that are interested in charter school research.
- There is concern that the document does not address public schools. There is no promise that the rewards will be reaped by public schools. The COE needs to continue to support public education and make efforts to transfer what we learn in charter schools to public schools.
- There is concern that PEU is not represented in the document.
- If funds are directed to the college with these partnerships, a faculty member/liaison must engage in this with the university, charter schools, and public schools.
- Rule schools are considering becoming charter schools and other states are taking advantage of this. The COE could use this in a positive way.
- We should gather a core group of interested faculty from a research perspective. This is a rich field for research.
- We need to make sure that there is equity for enrollment for these charter schools, before the COE enters into agreements.
• Is there a charter school committee for ASTEC right now? With recent legislative action, (more detail on what oversight means as a sponsor of charter schools) we have a chance to get a fresh start to work with this.

• We should identify a faculty liaison for ASTEC and maybe one new faculty liaison who is interested if/when we have a second charter school. These faculty members could review the John Marshall application.

• A reduced load could be negotiated for these liaisons.

What next? Phase one is responding to the John Marshall Mid High School application. Phase two is addressing COE policy and procedure. Dean Romans will put together the committee to review the John Marshall Mid High School application. He is open from this point for more faculty ideas and we will revisit this discussion. If anyone has ideas for resources, please let him know.

**Budget Presentation**

On February 17, Dean Romans will meet with Dr. Sandefur to discuss the FY 18 budget. He will report on reorganization, our searches, our growth areas of exercise, science and nursing, and the positive news with recruitment. We have held back 3-5% and we anticipate some new faculty line searches. Dean Romans will put together a handout with a head count and trends for the meeting. What are our plans for our new fees? What are the opportunities and challenges we face in OSU Tulsa? What other concerns do we have? Please think about this and what ideas you have. School heads should look at program reviews. What is the area of ongoing concern from a budget perspective?

• COE GA stipends are low and the team discussed having fellowships, not just assistantships, with a decent stipend. The GA stipend is in our control and we could pay them more but we do not want to reduce the number of GA’s we have. Maybe we could increase our fees.

• There is a lack of space for social science labs and faculty salaries are low. Staff salaries should also be a priority. There could be more motorcycle parking spaces.

• There was mention of moving faculty to an 11-month salary and this could be articulated better.

• Tulsa has tried to maintain enrollment and faculty recruitment. There is a fundamental issue with OSU Tulsa and OSU Stillwater having two distinct budgets. This is an inherent difficulty and there is little conversation about it.

• Within schools, there are different rules that apply on who is compensated and with what account.

• The Tulsa counseling program is a successful model and we could look at them as a role model. Dr. Pam Fry is undertaking a genuine market analysis.

• The COE is facing competition from OU and Northeastern and our counseling applications are down since Northeastern became CACREP accredited. We need to do a more effective job of marketing our programs and building relationships.

**Identify barriers to research, retention and reputation**
The foundation is rolling out a new campaign and President Hargis’ vision is to raise funds to improve research, retention and reputation ranking. What are some things to be better represented?

- Students have to complete numerous prerequisites and pay for this out of pocket. There should be financial support to provide them.
- Campus has a different dynamic than other universities and this is a cultural concern. There have been some improvements in shared spaces but we could continue to discuss how to foster this.
- Online teaching has changed the university environment and faculty presence on campus is in issue in some areas. How do we balance this with physical presence? We could alert faculty that there are more expectations for presence. Our early career faculty would be encouraged with more senior faculty presence. We could reward faculty with great collaborations. From an administrative stance, if there is no policy for faculty presence it would be hard to implement.
- We should survey faculty on campus climate and culture. Send Dean Romans ideas on this topic. We need to put forth ideas on what societal problems we address with our research.

**Reorganization updates and discussion**
The schools are having conversations on renaming and faculty governance. Admin searches for SES School Head, SAHEP-Colvin School Head and SAHEP-Willard School Head are underway.

Meet ended at 11am
College of Education
Charter School Oversight

The Charter School Committee will consider nine essential elements of Professional Development Schools (NAPDS, 2007) to guide decisions about charter school sponsorship:

- A comprehensive mission that is broader in its outreach and scope than the mission of any partner and that furthers the education profession and its responsibility to advance equity within schools and, by potential extension, the broader community;
- A school-university culture committed to the preparation of future educators that embraces their active engagement in the school community;
- Ongoing and reciprocal professional development for all participants guided by need;
- A shared commitment to innovative and reflective practice by all participants;
- Engagement in and public sharing of the results of deliberate investigations of practice by respective participants;
- An articulation agreement developed by the respective participants delineating the roles and responsibilities of all involved;
- A structure that allows all participants a forum for ongoing governance, reflection and collaboration;
- Work by college/university faculty and P-12 faculty in formal roles across institutional settings; and
- Dedicated and shared resources and formal rewards and recognition structures.

Excerpt from the OSU Policy on Charter Schools adopted in 2008 and located at https://academicaffairs.okstate.edu/content/charter-schools

COE Oversight Committee

This committee will meet each semester to discuss any issues or ideas related to charter schools sponsored by the College. Additionally, in compliance with the OSU Board of Regents council, this group would entertain any potential future charter school partnerships in the future. This group is responsible for providing the oversight that is required as the sponsoring agency for the charter schools. Additionally, this group could provide the oversight of how to effectively use the funds generated by the sponsorship to provide support for the Liaison travel to the school site a couple of times each semester and for faculty research projects.

COE Oversight Committee Composition:

- COE Dean, Chair
- Associate Dean of Research, Engagement and Administration
- Associate Dean of Academic Affairs
- Faculty Liaisons for each charter school
- Accountant – ex-officio
Charter School Faculty Committees

These committees would work with the faculty liaison to support (1) faculty research and (2) evaluation activities. Ideally each committee would be composed of faculty from a variety of disciplines to provide support and consider research/field experience opportunities. The faculty liaison for each charter school would chair their respective committee. Ideally the committee make-up would have at least one faculty from each of the schools in the College of Education.

ASTEC Faculty Committee Composition:

- Chair, Faculty Liaison for ASTEC (appointed by COE Dean)
- STCL Faculty Rep
- SES Faculty Rep
- SHAEP Faculty Rep
- Faculty
- Faculty
- Associate Dean of Research, Engagement and Administration (ex Officio member)

As the COE agrees to sponsor any additional charter schools, faculty committees for those schools will be formed with this same structure.

For more information on Oklahoma Charter Schools see the Oklahoma State Department of Education’s website: http://sde.ok.gov/sde/oklahoma-charter-schools-program