MEMORANDUM

TO: Institutional Effectiveness Council

FROM: Martha Hocutt

DATE: January 12, 2009

RE: Executive Summary of Planning and Assessment Documents and Priorities for Julia S. Tutwiler College of Education

There are a large and varied number of organizational requirements that the departments in the College of Education must address in their planning documents. The college is a member of and/or accredited by the following: The American Association of Colleges of Teacher Education (AACTE), The Alabama Association of Colleges of Teacher Education (ALACTE), The National Council for Accreditation of Teaching Education (NCATE), The Commission and Accreditation of Allied Health Education Programs Certification (CAAHEP), and Certification Officers and Personnel in Education (COPE).

In addition to the requirements of the above organizations, the departments must meet the standards established in the administrative code of the State of Alabama in the varied areas of teacher preparation, The Alabama Teacher Preparation Program Performance Profile, the Alabama Professional Educational Personnel Evaluation Program (PEPE) and the Alabama Prospective Teacher Testing Program (APTTP). The federal government has also impacted the College of Education programs through legislation such as the Title II Higher Education Act and, most recently, the No Child Left Behind Act.

Accomplishments 2007-2008
All programs met all NCATE Standards
All programs met all ALSDE Standards
State Department approved all syllabi for meeting Alabama Quality Teaching Standards in undergraduate programs
Education Specialist Programs in Elementary Education, School Counseling, and Library Media designed.
Educational Leadership program redesigned to an Instructional Leadership program
Online program successful (2500+ students)
UWA Campus School increased enrollment to 52
COE received a $1,052,533 U.S. DOE grant to implement the Building the Educational Strategy of Tomorrow: The BEST Program
Full implementation of COE Dispositions checkpoints
Began implementation of checkpoints for COE undergraduates
Eleven faculty members in TE made presentations at professional meetings
Computer and office equipment was upgraded in all departments and lab in BG 117
The College, in cooperation with Mr. Law Lamar (UWA Foundation Board Member),
donated furniture, paper, computers, and books schools to Partnership Schools
Child care conference was held on campus (Approximately 175 attendees)
All Assistant Athletic Trainer/Instructor positions moved to 11-month positions
Addition of adjunct faculty to teach 1 section of EMT Basic classes
Developed arrangement with Champion Sports Medicine to establish Assistant Athletic Trainer Clinical Instructor in Physical Therapy & Athletic Training in Department to provide physical therapy and athletic training services two days a week
UWA Sports Medicine physician appointed to faculty
Painting and carpeting of Pruitt Hall Athletic Training Room completed
Overhead video projector replaced in JH 233
Athletic Training syllabi revision regarding competencies and proficiencies
Implementation of online system for recording Athletic Training proficiencies and clinical hours
Four year suggested course plans for Physical Education Teaching, Exercise Science and Sports Management completed
Revision and updating of UWA Policy & Procedure Manual for Athletic Trainers

To address state and federal mandates, to meet organizational requirements, to expand our service role, to allow faculty the opportunity to engage in research, and to offer our students the very best educational programs possible, the College of Education proposes the rank-ordered items listed below.

**Items Needing Action**

1. **Departmental Operating Expenses and Faculty Development**
   
   TE budget needs to be increased by $10,095 to meet the instructional and operational needs of additional faculty hired for the Education Specialist programs and full-time online.
   
   - Office supplies - ($216 x 3) $650
   - Instructional supplies - ($543 x 3) $1,630
   - Instructional equipment - ($205 x 3) $615
   - Faculty development (9 x $600) - $7,200
   
   **COST** $10,095

2. **Summer Funding**
   
   With increase in the number of graduate students and planned Education Specialist programs, additional funds for summer salaries must be added. Eight more slots need to be funded at a cost of $24,672 (8 x $3084).
   
   **COST** $24,672

3. **One time expense for computer, printer, furniture for Education Specialist faculty**
   
   - Computer – (3 x $1200) $3,600
   - Printer – (3 x $150) $450
   - Desk, computer table, chair, bookshelves, filing cabinet – (3 x $1,000) $3,000
   
   **COST** $7,050
4. **Institutional Memberships**
   Increase the Dean of Education budget by $5,832 to cover increase in AACTE membership dues. (AACTE bases membership fee according to number of graduates.)

   **COST** $5,832

5. **Personnel**
   Hire instructor level position for PEAT Department to meet increased demand in PE courses and meet CAATE accreditation requirements. Instructor would be part-time PE faculty and part-time AT clinical supervision. CCATE self-study is due in September 2009 and site visit is in the spring of 2010. ($40,259 + $12,480 at 31% benefits)

   **COST** $52,739

6. **Adjunct Faculty**
   Addition of two adjunct faculty to teach 2 sections of EMT Basic during academic year ($6,602)

   **COST** $6,602

7. **Personnel**
   Hire full-time secretary for athletic training education and service program ($19,240 + $5,964 at 31% benefits).

   **COST** $25,204

8. **Travel Funds**
   The present departmental travel funds are inadequate to support, in light of university vehicle rates and mileage rates, required travel to meetings, workshops, etc. An increase in travel funds is requested to further enable and encourage faculty to participate in required meetings. Departmental requests are shown below.

   Physical Education/Athletic Training--------$1000
   Teacher Education------------------$1500

   **COST** $2,500

9. **Personnel**
   Hire secretary for Professional Education area ($19,240 + $5,964 at 31% benefits)

   **COST** $25,204

**TOTAL OF ALL COSTS--------$159,898**