Unit Name Change Request Form

Unit/College/School: School of Education

Current Name: Educational Leadership and Administration

Requested New Name: Educational Leadership and Higher Education

Rationale for Requested Name Change (attach additional documentation, if needed):

The intent of the proposed name is to increase the visibility of both of the program areas included in the department. It will be better for prospective students, practitioners in educational organizations we work with, and our professional colleagues on this and other campuses if they could readily identify the department as the home of both program areas. Within the field, “Educational Administration” and the newer term “Educational Leadership” are widely viewed as referring specifically to the field of K-12 administration. Thus, the current department name, while it may seem more generic, is not fully inclusive of the range of programs included in the department.

It is the intent of the department to continue using separate curriculum rubrics – EDAD and HIED – reflecting the distinctiveness of the department’s programs.

Describe process used by unit and college/school to approve name change (include documentation such as meeting minutes if available):

Unit – In meetings this past spring term the department faculty discussed vision, mission and name. The discussions led to a unanimous vote at an April 12, 2011 department meeting to propose the name listed above. The minutes of that meeting are attached.

School – At its September 1, 2011 meeting, the Dean’s Advisory Council recommended that the dean approve the proposed change. The notes from that meeting are attached.

Describe minority opinion within the department/unit (attach additional documentation, if available):

Unit – Faculty members unanimously voted in favor of the proposed department name.

School – No one has expressed dissenting views or suggested alternatives to the proposed name.
Required Signatures:

Unit representative (i.e., chair, director): [Signature] Date: 9/1/11
(Representative will be asked to attend SPC meeting to discuss request.)

☑ Recommend    ☐ Do not Recommend

Comment:

Dean [if applicable]: [Signature] Date: 9/7/11

☑ Recommend    ☐ Do not Recommend

Comment: Strongly recommend approval; School of Education Dean's Advisory Council members also supported request at 9/1/11 meeting.

Strategic Planning Committee Co-chair: [Signature] Date: 9/26/11

☑ Recommend    ☐ Do not Recommend

SPC Motion: The SPC supports and recommends this name change be approved.

Motion: Tony Akubue Second: Brad Haggstrom - No objections

Provost or Appropriate Vice President: [Signature] Date: 9/27/11
(Following SPC recommendation)

☑ Recommend    ☐ Do not Recommend

Comment:

President: [Signature] Date:

☑ Approve    ☐ Do not Approve

Comment:

Upon final determination, copies should be sent to:
Requesting unit
Appropriate Dean or Vice President
Human Resources
Academic Affairs
Administrative Affairs
Strategy, Planning & Effectiveness
Records & Registration
Process for naming academic units

Academic units who wish to change their name will complete the following process:

- Proposal developed with rationale for name change prepared by academic unit.
- Unit completes a documented process of consultation with faculty and staff within the college or school regarding the name change.
- Dean submits name change request to the Strategic Planning Committee who will engage in a campus-wide consultation of the proposed name change with interested departments and units.
- Strategic Planning Committee puts forward their position on the proposed name change based on unit rationale and feedback from the campus community.
- Provost makes recommendation on the proposed name change to the President.
- University President makes the final determination on the name change.
ELHE Department Meeting Minutes

Tuesday, April 12, 2011 from 12:30 p.m. to 1:30 p.m. in EB A115.
Present: Michele Braun, Janine Dahms-Walker, John Eller, Christine Imbra, Frances Kayona, Nick Miller, Michael Mills, Gabriela Silvestre, Kay Worner, Roger Worner, Guest: Dr. Glen Palm

1. Minutes—The minutes from February 9, 2011 were reviewed and approved with one minor change.

2. Chair Election—Dr. Palm presented the chair election process and distributed related information from the IFO Master Agreement. He discussed the chair duties, nomination process, and eligibility. Dr. Palm stated that the chair would receive .33 release time per semester during the academic year. This would be split in the case of co-chairs. Dr. Palm discussed the advantages and disadvantages of having co-chairs. He also mentioned that a teller would be needed to collect votes and tally results. Once complete, the President would appoint the chair.

Dr. Palm stated that ELHE department staffing and office location had not been determined yet. He will work with the department to determine the space needs and then make a decision. Dr. Palm clarified that each program could meet separately as well as a department. Further clarification was made about Dr. Gregory being the Director of the Center for Doctoral Studies (CDS) with Michael and Kay being the directors of their respective doctoral program. There was also discussion about Graduate Assistant allocations already being determined. After this discussion, Dr. Palm left the meeting.

3. Department Name—After discussion about the department name, Dr. Roger Worner made a motion to send the new department name of Educational Leadership and Higher Education (ELHE) to curriculum by the new department chair(s). This motion includes EDAD and HIED having separate program designations with potential collaboration regarding research courses. The motion was seconded by Dr. Miller and the motion was unanimously approved. We hope the new ELHE department name will be included in publications as part of the restructuring process.

4. Mission—The mission was presented and suggestions for changes were made. Dr. Eller made a motion to approve the mission with the suggested changes. Dr. Silvestre seconded the motion and the motion was unanimously approved. The new mission is:

“The mission of the Educational Leadership and the Higher Education Department (ELHE) is to offer current and prospective students the opportunity to develop, advance and apply learning in leadership roles as a PK-12 administrator (building or district), or as a college or university administrator. Each program seeks to recruit, retain, graduate, and place individuals who excel in their chosen fields, contribute to the communities in which they serve, and display the skills, abilities and dispositions required of educational leaders in a dynamic social, economic, and political global environment.”

5. Research Courses—Dr. Mills said that the research subcommittee met and will continue to have more discussion regarding research course collaboration.

6. Other—Dr. Mills indicated that the ELHE and CDS office staffing had been left out of discussions at the Transition Team meeting. He said Dr. Gregory will set up a meeting with this group. A couple of people mentioned that one person is not adequate to cover the duties for the ELHE department. Ms. Braun’s current position was mentioned as being part of the School of Graduate Studies.

There was additional discussion regarding department chairs after Dr. Palm left the meeting. One question that arose was release time being used for overload. Dr. Imbra suggested asking a department using co-chairs to a future meeting. Other discussion involved the value of having co-chairs during the transition and having both programs input at DAC meetings. Additional discussion involved setting up agreements that could be used to co-chair. Dr. Roger Worner made a motion to have two department chairs. Dr. Kayona seconded the
motion and the motion was approved by all with Dr. Mills abstaining due to calling for the motion. The length of the department chair position was determined to be three years. However, this could be changed if co-chairs do not work. A secret ballet process was discussed. Dr. Imbra made a motion to utilize a teller to receive and count the ballots. Dr. Roger Worner seconded the motion and the motion was unanimously approved. Dr. Kayona was asked to oversee the department chair nomination process.

It was decided that the two programs will continue to operate independently with the chair(s) facilitating the ELHE department. The EDAD program conducts summer courses for masters and licensure which come from COE budgets. The HIED and EDAD doctoral programs conduct summer courses which come from the doctoral budgets. There was discussion about summer allocations from COE being directed to EDAD being HIED does not have any masters courses during the summer.

7. **Next Meeting** – The next meeting will discuss the chair election results.
NOTES
Dean's Advisory Council
Thursday, September 1, 2011
9:00 a.m. – 10:30 a.m., EB-A115

Members Present: Alawiye, Andrzejewski (for Gazai), Dahlberg, Hoover, Homstein, Mahowald, Mills, Noll, Palm, Silvestre, Thompson, Watson (for Umerski)

Guest: John Eggers, Director, Counseling & Psychological Services (9:00 – 9:30 a.m.)

* Eggers updated members about the Behavioral Intervention Team; flyer distributed. One of the BIT charges is to respond to students who are struggling; BIT plans on offering training sessions for faculty this year. Eggers commented Dahlberg is on BIT this year; previously it was Associate Dean (Hoover). The role and services of Counseling and Psychological Services was addressed. Eggers informed members their website has numerous links for information. He reiterated if faculty has a student they are very concerned about, they can call and walk them over. Questions and comments were taken during his presentation. Eggers commented the ongoing case management is free for students. They do work actively with Health Services. Eggers noted Counseling Center only sees undergraduate and graduate students. Eggers said he would be willing to attend department meetings. It was also noted Employee Assistance provides services for SCSU employees (faculty/staff/admin). SLD has more of the flyers. Alawiye said he will have Eggers return in the future to keep members updated.

I. Announcements:
   a. SOE Symposium – Sept. 12th, 3-4:30 p.m., EB-B107 –Dahlberg informed members Yun Jeong Park, Department of Information Media, will present; information will be sent out soon.
   b. SOE Undergraduate & Graduate Student Advisory Meetings Schedule (Handout). Dahlberg reported they plan to meet twice a semester. If haven’t submitted names to Dean’s Office, please do so.
   c. Graduate Assistant/Student Workers Workshops (Handout). Dahlberg informed members that on Sept. 14, 10-11 a.m., Cascade Room, AMC, there is an information session for graduate students and student workers on reporting responsibility related to sexual assault and harassment. Her understanding is that eventually the workshops will be for faculty and staff. Dahlberg reported this is new for the University and is a Title IX obligation. Dahlberg will attend the workshop and report back to members. Discussion followed. Hoover commented if a student is making a complaint re; protected class, it must be reported to Equity and Affirmative Action. Alawiye said Dahlberg is the point person for the SOE (and working with Phil Godding/Academic Affairs) for student concerns. Dahlberg assists the Dean’s Office with collecting information.

II. Updates:
   a. Academic Affairs. Alawiye updated members on various topics discussed at the 8/30/11 Academic Affairs Council meeting. Keith Ewing from LR & TS presented to the Academic Affairs Council on the Institutional Repository. Mills noted it will be a place where students could electronically submit their thesis/starred papers as well. Faculty positions for next year were discussed; Alawiye asked members to start reviewing their needs for next year (2012-13). Departments are not to request for lost positions but rather utilize current data to justify their instructional needs. FTNP decisions most likely will be determined Spring Semester. Discussion followed. Alawiye commented that at the President’s Management Team meeting yesterday the university’s four pillars are also referenced as learning commitments. Discussion continued. It was reported at a meeting with the President that the SOE was the only unit that had a Global Studies Committee. Alawiye suggested the committee be reactivated and receive a new charge. Discussion continued. It was suggested that the SOE Global Studies Committee define the role of international studies in the SOE as well as the role/collaboration of the Center for International Studies. Discussion followed. It was decided that Alawiye will bring a charge to DAC next week for
their input. The Committee will be reactivated for this year to work on new charge. DAC will work on the plan from the previous years’ committee plans. A copy of the plan will be sent to members.

III. Discussion:
   a. **Departmental Name Change Request (Handout).** Mills reported there is a university process for name changes; he requested input/approval from DAC (handout). Discussion followed. The members unanimously supported the request to change the department name from Educational Leadership and Administration to Educational Leadership and Higher Education.
   b. **Leadership Development Project Plans, 2011-12 (Handout).** Mahowald updated members on plans for the academic year. She reported they are trying to focus more toward students who are interested in education programs. February 24th is tentatively scheduled for focusing on career options in education. If interested in helping with the events, let Betsy know. Questions and comments were taken during the update.
   c. **Departmental budgets.** Due to time constraints topic will be discussed at future meeting. Several chairs noted they are operating on unsustainable budgets. Discussion followed. Alawiye reported he will be requesting funds from the Provost in Spring Semester as he knows the Dean’s Office will run out of funds by the end of fall. Discussion followed. Alawiye reported that he is working with Marolf on possible foundation assistance. Alawiye said he will keep topic on agenda as members need to keep communication open on the issue.
   d. **Proposed MTLE Workshops for Students; Proposed MTLE Refreshers (brown bag lunches) for Faculty (Handout).** Dahlberg briefly updated members; she will request content faculty for assistance. Dahlberg also requested members to take to department for input and assistance. She distributed several MTLE content maps and requested the chairs for input.
   e. **TPA - due to time constraints, will be addressed at next DAC meeting.** Hornstein informed members he attended the TPA meeting in the Twin Cities last week and would like further discussion as the rollout is scheduled for spring. There was brief discussion on the time involved for students, cost factor.

IV. Upcoming Events:
   a. National College Fair, Mpls. Convention Center – Oct. 4
   c. MACTE Fall Congress, Oct. 27-28 (Meeting Oct. 26)

Next DAC meeting(s): Sept. 8, 15, 22, 29 (no meeting 10/6)

Recorder: Dori Lust