Directors of Academic and Faculty Support

Progress Report 1

February 19, 2010

The following tasks and projects have been completed or are in progress since the Directors of Academic and Faculty Support met at the planning meeting in Orlando during the Summer Conference in July 2009. The list includes “completed” and “on-going” tasks as well as those “in progress.” The ongoing tasks are those that are functioning on a continuous basis. Those “in progress” are in various stages of development.

Completed Tasks/Projects

1. Guidelines for instructional assignments which determine the hiring priority of faculty and administrators were created. Completed

2. Guidelines for instructional load assignment requirements have been created that address the number of credits credentialed faculty and administrators can teach in any one term. Completed

3. Process for the approval of new programs with appropriate forms has been created. Completed

4. Process for approval of new initiatives with appropriate forms has been created. Completed

5. Orientation protocol has been created and implemented for faculty and administrators teaching for the first time in the summer 2010 term. Completed

6. Collective responsibilities of Directors of Academic and Faculty Support and responsibilities of Content Area Faculty have been defined and shared with all faculty. Completed


8. Proposal for Doctor of Education with Concentrations in Subject Areas (Georgia). Completed

9. Development of GTEP intersession schedule for spring and summer. Completed

On-going Tasks/Projects

1. Master Schedule is ongoing and planning for 2011 will begin February 15, 2010. On-going
2. Directors continue to meet with Content Area Faculty in the programs and courses to which they have been assigned. **On-going**

3. Credentialing of faculty. **On-going**

4. Staffing of courses for regular terms. **On-going**

5. NCATE participation. **On-going**

6. Representation in SIGEAD. **On-going**

7. Review of new programs and certificate programs submitted to Office of Academic Affairs. **On-going**

**In-progress Tasks/Projects**

1. Process for Blackboard migration for the fall 2010. **In progress**

2. Special staffing and orientation of administrators and professionals with program professor rank for the summer 2010 term. **In progress**

3. Mentoring program for new faculty is ready for implementation. **In progress**

4. Review of EDD program goals and learning outcomes. **In progress**

5. Syllabus Review Form for EDD courses is being reviewed. **In progress**

6. Text book list has undergone several purgings and is ready to be reviewed by faculty for old books and books that are used in multiple courses. **In progress**