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I. **Unit Title: Division of Curriculum, Instruction, Leadership, and Research**

**Unit Administrator: Sue Jolly**

This annual report is a summary based on activities of the division during Spring, Summer, and Fall of 2003, and Spring 2004. The report reflects the unit title, data and information by degree program, information about personnel, degree program additions/deletions, goals, and the unit budget plan.

II. **Data and Information for the Division:**

- Enrollment by Major – Table 1
- Credit Hour Production by Discipline – Table 2
- Credit Hour Production by Division – Table 3
- Enrollment by Major, Comparison of 2003 – Table 4
### Table 1

**Enrollment by Major**

<table>
<thead>
<tr>
<th>Discipline</th>
<th>Spring 2003</th>
<th>Summer 2003</th>
<th>Fall 2003</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>UG</td>
<td>GR</td>
<td>UG</td>
</tr>
<tr>
<td>Elementary Education</td>
<td>299</td>
<td>69</td>
<td>105</td>
</tr>
<tr>
<td>Ed. Administration &amp; Supervision</td>
<td>0</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>Professional Studies</td>
<td>0</td>
<td>48</td>
<td>0</td>
</tr>
<tr>
<td>Special Education</td>
<td>21</td>
<td>19</td>
<td>11</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>320</td>
<td>176</td>
<td>116</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>496</td>
<td>282</td>
<td>529</td>
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</tbody>
</table>

*Data not yet available for Spring 2004*

### Table 2

**Credit Hour Production by Discipline**

<table>
<thead>
<tr>
<th>Discipline</th>
<th>Spring 2003</th>
<th>Summer 2003</th>
<th>Fall 2003</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>UG</td>
<td>GR</td>
<td>UG</td>
</tr>
<tr>
<td>AED</td>
<td>0</td>
<td>141</td>
<td>0</td>
</tr>
<tr>
<td>CAD</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>CEL</td>
<td>1548</td>
<td>186</td>
<td>183</td>
</tr>
<tr>
<td>CML</td>
<td>81</td>
<td>0</td>
<td>72</td>
</tr>
<tr>
<td>CRD</td>
<td>123</td>
<td>57</td>
<td>144</td>
</tr>
<tr>
<td>CSD</td>
<td>63</td>
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<td>0</td>
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<tr>
<td>CSP</td>
<td>714</td>
<td>87</td>
<td>318</td>
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<tr>
<td>CUR</td>
<td>556</td>
<td>165</td>
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<td>ELR</td>
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<td>243</td>
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</tr>
<tr>
<td>SUP</td>
<td>0</td>
<td>144</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>3085</td>
<td>1023</td>
<td>732</td>
</tr>
</tbody>
</table>
Table 3

CREDIT HOUR PRODUCTION BY DIVISION*

<table>
<thead>
<tr>
<th></th>
<th>Spring, 2003</th>
<th>Summer, 2003</th>
<th>Fall, 2003</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>UG</td>
<td>GR</td>
<td>UG</td>
<td>GR</td>
</tr>
<tr>
<td>3085</td>
<td>1023</td>
<td>732</td>
<td>1620</td>
<td>3363</td>
</tr>
<tr>
<td>4108</td>
<td>2352</td>
<td></td>
<td>4777</td>
<td></td>
</tr>
</tbody>
</table>

*Data not yet available for Spring 2004

Table 4

A COMPARISON OF 2002 AND 2003 ENROLLMENT BY MAJOR

<table>
<thead>
<tr>
<th></th>
<th>Spring</th>
<th>Summer</th>
<th>Fall</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>'02</td>
<td>'03</td>
<td>'02</td>
</tr>
<tr>
<td>Elem. Ed. (UG)</td>
<td>300</td>
<td>299</td>
<td>115</td>
</tr>
<tr>
<td>Elem. Ed. (GR)</td>
<td>51</td>
<td>69</td>
<td>54</td>
</tr>
<tr>
<td>Adm. &amp; Sup.</td>
<td>41</td>
<td>40</td>
<td>52</td>
</tr>
<tr>
<td>Prof. Studies</td>
<td>32</td>
<td>48</td>
<td>20</td>
</tr>
<tr>
<td>Special Education</td>
<td>21</td>
<td>19</td>
<td>11</td>
</tr>
<tr>
<td>Totals</td>
<td>424</td>
<td>475</td>
<td>241</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>'03</th>
<th>'03</th>
<th>'03</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>306</td>
<td>335</td>
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<td></td>
<td>87</td>
<td>63</td>
<td>44</td>
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<tr>
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<td>42</td>
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<td>46</td>
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<tr>
<td></td>
<td>52</td>
<td>48</td>
<td>52</td>
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<tr>
<td></td>
<td>23</td>
<td>19</td>
<td>23</td>
</tr>
<tr>
<td></td>
<td>510</td>
<td>488</td>
<td></td>
</tr>
</tbody>
</table>
III. Personnel

- Faculty for the Division, 2003 -- 2004:

  Dr. Janie Allen-Bradley       Dr. Frank McArthur
  Dr. Cheryl Cummins           Dr. Levenia Maxwell-Barnes
  Dr. Joe Garrison             Dr. Sandy Rakes
  Dr. Leslie Griffin           Ms. Corlis Snow
  Dr. Vicki Hartley            Dr. Lynn Varner
  Dr. Les Johnson              Dr. Jenetta Waddell
  Dr. Sue Jolly                Dr. Jennifer Wilson
  Ms. Elaine Lambert           Dr. Jerry Young
  Ms. Maureen Long

12 Full-time faculty (Including 1 DEI funded)
1 Part-time (1/2 time) Program Coordinator
2 Part-time faculty
1 administrator, (1/4 teaching)
1 Position, Barksdale Reading Initiative

17 Positions (Based on Fall, 2003)

- Adjunct Faculty for 2003 – 2004

<table>
<thead>
<tr>
<th>Spring 2003</th>
<th>Fall 2003</th>
<th>Spring 2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jane Barr</td>
<td>Leigh Ann Carley</td>
<td>Jane Barr</td>
</tr>
<tr>
<td>Debra Fioranelli</td>
<td>Debra Fioranelli</td>
<td>Kathleen Jenkins</td>
</tr>
<tr>
<td>Jerry Kitchings</td>
<td>Kathleen Jenkins</td>
<td>Harriet Myers</td>
</tr>
<tr>
<td>Harriet Myers</td>
<td>Suzanne Hawley</td>
<td>Jim Nicholson</td>
</tr>
<tr>
<td>Jim Nicholson</td>
<td>Jerry Kitchings</td>
<td>Dot Prestwich</td>
</tr>
<tr>
<td>Cassie Pennington</td>
<td>Karen Meyers</td>
<td>Susan Rucker</td>
</tr>
<tr>
<td>Gerry Sultan</td>
<td>Jim Nicholson</td>
<td>Keith Shaffer</td>
</tr>
<tr>
<td>Amy Tarver</td>
<td>Susan Rucker</td>
<td>Gerry Sultan</td>
</tr>
<tr>
<td></td>
<td>Linda Russell</td>
<td>Sonya Swafford</td>
</tr>
<tr>
<td></td>
<td>Keith Shaffer</td>
<td>Brad Teague</td>
</tr>
<tr>
<td></td>
<td>Gerry Sultan</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dianne Thomas</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Minadene Waldrop</td>
<td></td>
</tr>
</tbody>
</table>
During the spring and fall semesters, 2003, adjunct staff members were employed to cover class loads:

- Spring, 2003 -------------------- 10 class sections
- Fall, 2003 -------------------- 15 class sections
- Spring, 2004 -------------------- 12 class sections

Recommended change of status (promotion/tenure)

Dr. Cheryl Cummins is recommended for tenure this year.
Dr. Leslie Griffin is recommended for tenure this year.

Dr. Levenia Maxwell-Barnes completed a pretenure review.
Dr. Jennifer Wilson completed a pretenure review.

- Retirees

Dr. Jerry Young retired at the end of the 2003-2004 academic year and was bestowed emeritus status.

IV. Degree Program Additions/Deletions

The SAFE Program in Elementary Education was begun in Fall 2003 at the Greenville Higher Education Center.

A proposal for a Master’s of Arts in Teaching was submitted.

V. Accomplishments for 2003-2004

- Curriculum, Program Review & Development, Program Support:
  - Successful reorganization of the division with the move of Special Education into the division;
  - Major review, realignment, and strengthening of the Special Education curriculum;
  - Major review, realignment, and strengthening of the Doctoral program curriculum;
  - Review of current assessment practices for all programs;
  - Review and realignment of the Elementary Education Curriculum in relation to licensure changes and state initiatives;
  - Ongoing curriculum revision for all programs;
  - Initiation of the STEP process;
  - Collaborated with COE in the submission of the MAT proposal;
  - Collaborated with the Graduate School in submission of the proposal for reinstatement of the EdS program in secondary education;
  - Development of the technology enhanced classroom suite;
  - Continued 100% passing rate on the SLLA licensure examination for administrators;
- Awarded 6 doctoral degrees in academic year (December and May graduations);

- Service and Collaboration with K-12 Initiatives, School Districts, professional Organizations, Other Universities & Other Entities
  - Hosted the Whole Schools Institute in July and awarded credit;
  - Hosted the Mississippi Association for Middle Level Educators in February;
  - Collaborated with the Barksdale Initiative in Reading;
  - Continued implementation of the Whole Schools grant for integrating the arts across the curriculum;
  - Hosted the Celebration of Leadership during Inaugural week;
  - Hosted the Superintendents Academy;
  - Co directed the MDE Beginning Principals Mentoring Project for this region;
  - Continued to work with school districts using the Mississippi Administrator Sabbatical Leave Program, with 2 additional new districts participating this year;
  - Continued to provide leadership for the MS Educational Leadership Program Council;
  - Continued to receive national inquiries about the Educational Leadership Program, including phone interviews with Stanford University and Westlab for consideration in national profiles;
  - Continued collaboration with Mississippi Private School Association to provide coursework leading to their administrative certification.
  - Began investigation of the E-Learning collaboration;
  - Worked with Dr. Nicholson to provide coursework needed by Teach Mississippi Institute participants;
  - Continued placement of students in field experiences, student teaching and internships;
  - Continued to participate in Cooperating Teachers Conferences;
  - Continued to provide ongoing service and technical assistance to regional school districts;

- Outreach & Growth
  - Significant growth in graduate programs;
  - Establishment and implementation of the initial year of the SAFE (Seamless Articulation for Elementary Education) Program at the GHEC;
  - Second year of implementation for outreach in Jackson area, with first students completing Education Specialist degrees in December and transitioning into doctoral level work in January;
  - Increased offerings/enrollment in courses in Clarksdale;
  - Visited Tunica to speak with leadership there about expanding program offerings, worked with Dr. Starkey to survey school districts in that area;
• Professional Growth and Development of Faculty
  o Hired and mentored one new faculty member;
  o Hired and mentored a part-time coordinator of the SAFE program;
  o Nominated two faculty members for tenure;
  o Received and provided feedback for two pre-tenure reviews;
  o Announced / advertised four positions for the 2004-2005 academic year;
  o Increased dialog with adjunct faculty and participated in the COE orientation for adjunct faculty;
  o Supported faculty to participate in significant number of professional meetings;
  o Participated in COE professional development sessions;

• Presentations and Publications
  o 3 regional presentations;
  o 3 national presentations;
  o 1 international presentation;
  o 4 publications;
  o Involvement and faculty leadership in the initial publication of the Delta Education Journal;
  o Other presentations on the state level;

• Recruitment and student development
  o Participated in all DSU recruitment opportunities;
  o For all programs, met with prospective students on campus, communicated through email and letters, created the doctoral website, & strengthened the data management for prospective students;
  o Conducted semester meetings with all elementary education majors;
  o Accompanied / supported student representatives to the national conclave of Kappa Delta Pi;
  o Supported participation in student organizations – Student Advisor Committee for Elementary Education, Association for Elementary Education, MS Early Childhood Association, Mississippi Association for Middle Level Education; Council for Exceptional Children, MS Professional Educators, & Kappa Delta Pi;
  o Created charter and bylaws, and met with state level officials to establish a student chapter of Mississippi Association of Educators;
  o Accompanied educational Leadership students to Galena Park Independent School District, Texas.
VI. Proposed Division/Department Goals for 2004-2005

- Curriculum, Program Review & Development, Program Support:
  - Complete the Whole Schools Grant by December 2004, with a developed syllabus for integrating the arts across the curriculum;
  - Using the recommendations of the MDE Process Review, Spring 2004, evaluate and update teacher education programs, providing evidences of changes/implementations;
  - Review the procedures for SPA folio preparations, begin collecting evidence and documentation for 2005 submission;
  - As a part of the COE, participate in NCATE conceptual frameworks review and revisions;
  - Evaluate the level of student engagement in classes and programs, make recommendations, and implement changes;
  - Establish a “Teachers Talk” seminar for undergraduate students to meet with the division chair on an ongoing basis;
  - Continue to develop the assessment procedures for all programs and refine/develop procedures for data collection and analysis;
  - Complete and submit for approval the recommendations for curriculum changes in the doctoral program;
  - Refine the use of faculty evaluation to inform curriculum & program revisions;
  - Pilot the use of electronic assessment portfolios;
  - Continue participation in the STEP project.

- Outreach
  - Provide the final classes for the first group of doctoral students in the Jackson area;
  - Celebrate the graduation of the first cohort of the SAFE program in Greenville in May 2005;
  - Continue offerings in Clarksdale;
  - Offer classes in Tunica;
  - Increase involvement of clinical faculty – teachers and school administrators in program delivery of teacher education and leadership preparation;

- Professional Growth and Development of Faculty, Presentations and Publications
  - Opportunities will focus on:
    - Integrating the arts across the curriculum;
    - Assessment;
    - Electronic Portfolios;
    - Developing Standards Based Curricula;
    - Student Engagement;
    - Research.
• Recruitment, retention, and student development

  o Increase technology and web-based communication in class activities and assignments
  o Establish a “Teachers Talk” seminar for undergraduate students to meet with the division chair on an ongoing basis;
  o Refine use of databases for both recruitment and student involvement;
  o Strengthen the faculty committee for student recruitment;
  o Host a meeting of community college counselors;
  o Strengthen the faculty committee for scholarship awards, more widely publicize the awards application process, encourage application, and publicize the awarding;
  o Increase awards recognition for undergraduates within the division.

Division of Curriculum, Instruction, Leadership, and Research
Five Year Plan

1. To encourage the development of faculty, teaching, and research expertise.

2. To maintain a high level of faculty participation in the area of service to school districts.

3. To continue the emphasis on improving written communication skills of students in the various programs.

4. To recruit students for the various programs.

5. To refine and implement entrance requirements for admission into the various graduate academic programs.

6. To develop and refine technology and computer skills of faculty and students.

7. To continue a collaborative process with DAAIS, related agencies, and professional organizations to develop ways to strengthen the educational programs within the division and practicing professionals.

8. To refine the evaluation processes for students including portfolio and other avenues for assessing student progress.
VII. Additional Information

The division supports the regional mission of the university both through preparation of teachers and administrators for Delta area schools and through service to the region.

Student outcomes and assessment practices are reviewed during program faculty meetings and decisions regarding adjustments to curriculum are made. These are implemented by faculty teaching the appropriate courses.

Curriculum decisions are recommended by faculty, and then submitted to the curriculum committee of the division before submission to College of Education Administrative Council and Teacher Education Council.

The expected outcomes for teachers are measured each year by successful performance on the STAI evaluation for completion of student teaching.

The expected outcomes for administrators are measured on the SLLA licensure examination.

Teacher education graduates 2003 maintained a 100% passing rate on the Praxis II.

Educational Leadership candidates maintained a 100% passing rate on the SLLA licensure assessment in 2003.

Students in graduate programs complete comprehensive examinations.

Assessment results and goals achievement are reviewed during faculty meetings within programs.

Exit portfolios are required of Elementary, SPED, and Educational Leadership graduates.

The completion of general education competencies is measured through required GPAs of 2.5 on general education coursework.

VIII. Evaluation Calendar

Feedback from students on course evaluations was collected in the fall 2003 for review in the spring 2004.

Faculty evaluation conferences were conducted between the faculty members and the division chair during the spring semester 2003 and 2004.
IX. Budget rationale

Narrative summary of needs with rationale:

Contractual Services, Commodities, and Equipment

The only change needed in these categories involves an increase in local phone service to restore extensions for filling faculty positions that were unfilled this year. We have covered this minor amount by reallocations as noted on budget sheet.

Travel

$550.81 has been spent over the budgeted amount this year on travel, but actually more has been spent because the Dean’s account and grants have covered a significant amount of the travel.

More travel was used because of increased costs, increased dialog with MDE, and increased faculty involvement in professional organizations. We would like to continue involvement with MDE and would also like to encourage faculty to be more productive by presenting.

Request an increase to $8000 for travel, +$2200.00

Increases to positions

1. Shari Hospodor’s 2003 salary included a $1280 increase over the budgeted amount.
2. Vicki Hartley served as coordinator of SPED this year on a conditional basis. She was paid $1500 from unused adjunct funds. It is preferred that this amount become part of the coordinator’s salary.

Request an additional +$2780 to make these adjustments

Additional clerical assistance

Eight degree programs are housed in this division already, in addition to service courses provided, with the MAT program to be added this next year. Funding through grants could pay ½ of a position.

Request an additional +$8500 for this position for this year. This amount can be covered from amounts in unfilled positions.
**Additional adjustments, requests, and concerns**

As noted on the budget worksheet, we are making requests for reinstatement of positions and for adjunct faculty. Anticipated needs include:

- **Filling of 4 advertised positions;**
- Approximately $80,000 was spent hiring **adjunct faculty** this year. We will need additional continued funding for adjunct, with spending dependent upon filling of positions. However, even with all positions filled, we will still need adjunct because of growth.
- **Creation of a position for the SAFE coordinator.** The original plan was to create a position for this role. An unfilled position was used last year to fill this role ½ time. The $25,000 allocated to this position could fund adjunct needs.
- Not reflected in the budget are the positions that **Delta Education Initiative** currently funds. Because these are integral positions within the unit, they need to be transitioned to budget at the earliest point in time possible. Collectively, these positions or parts of positions fund approximately $155,000 plus fringe for the following: **Lynn Varner, Frank McArthur (1/2 position); Leslie Johnson; Sue Jolly (25%).**
- During the last three years, a faculty position has been funded by the **Barksdale Reading Initiative.** Next year, Barksdale will not be providing the IHL positions. This faculty member has been covering critical reading courses. One of the unfilled positions has been advertised to fill this position. Filling this position will result in no additional faculty when compared with 2003-2004.
- Faculty has been encouraged to use the videoconferencing capabilities. This resource has been used in the past, however, use of this resource requires paying a facilitator $10 per hour at each distant site. Currently, no line item exists for this. In the past, DEI funds have been used to cover this, a budgeted amount is needed to support expansion.