



The University of Georgia

College of Education
Mathematics Education Department

April 20, 2004

To: Louis A. Castenell Jr., Dean, College of Education
From: The Faculty of the Department of Mathematics Education
Re: Dissolution of the Department of Mathematics Education

The faculty in the Department of mathematics Education voted on the following

Statement:

I agree to voluntarily dissolve the Department of Mathematics Education I understand that this dissolution will be permanent.

The vote was

| | |
|---------|----|
| Yes | 0 |
| No | 11 |
| Abstain | 2 |

We understand that you may choose to involuntarily dissolve the department according to the process outlined in the Academic Affairs Policy Manual. If you choose to do that, we are willing to function within a temporary unit consisting of Mathematics Education and Science Education while we await the decision of the Board of Regents.



The University of Georgia

College of Education
Science Education Department

April 27, 2004

To: Louis A. Castenell Jr., Dean, College of Education

From: The Faculty of the Department of Science Education

Re: Dissolution of the Department of Science Education

The faculty in the Department of Science Education voted on the following statement:

I agree to voluntarily dissolve the Department of Science Education I understand that this dissolution will be permanent.

The vote was

| | |
|---------|----|
| Yes | 0 |
| No | 11 |
| Abstain | 0 |

We understand that you may choose to involuntarily dissolve the department according to the process outlined in the Academic Affairs Policy Manual. If you choose to do that, we are willing to function within a temporary unit consisting of Mathematics Education and Science Education while we await the decision of the Board of Regents.

NAME CHANGE JUSTIFICATION FORM

School/College: College of Education

Name: N/A

Proposed Name: N/A

Department Name Changes:

Current Department Name:
Department of Mathematics Education

Proposed Department Name:
Department of Mathematics and Science Education

Department of Science Education

Department of Mathematics and Science Education

Major Name Changes:

Current Major Name:
Mathematics Education

| | |
|----------------|----------------|
| Degree: | Proposed Major |
| <u>B.S.Ed.</u> | <u>N/A</u> |
| <u>M.Ed.</u> | <u>N/A</u> |
| <u>MA</u> | <u>N/A</u> |
| <u>Ed.S.</u> | <u>N/A</u> |
| <u>Ed.D.</u> | <u>N/A</u> |
| <u>Ph.D.</u> | <u>N/A</u> |

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| Degree: |
| <u>N/A</u> |
| <u>N/A</u> |
| <u>N/A</u> |
| <u>N/A</u> |
| <u>N/A</u> |
| <u>N/A</u> |

Science Education

| | |
|----------------|------------|
| <u>B.S.Ed.</u> | <u>N/A</u> |
| <u>M.Ed.</u> | <u>N/A</u> |
| <u>MA</u> | <u>N/A</u> |
| <u>Ed.S.</u> | <u>N/A</u> |
| <u>Ed.D.</u> | <u>N/A</u> |
| <u>Ph.D.</u> | <u>N/A</u> |

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|------------|
| <u>N/A</u> |
| <u>N/A</u> |
| <u>N/A</u> |
| <u>N/A</u> |
| <u>N/A</u> |
| <u>N/A</u> |

Minor Name Change:

Current Minor Name:
N/A

| | |
|------------|----------------------|
| Degree: | Proposal Minor Name: |
| <u>N/A</u> | <u>N/A</u> |

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|------------|
| Degree |
| <u>N/A</u> |

Prefix Changes:

A prefix change package should be submitted after name change has been approved.

| | |
|-----------------|------------------------------|
| Current Prefix: | Department: |
| <u>EMAT</u> | <u>Mathematics Education</u> |

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|------------------|
| Proposed Prefix: |
| <u>N/A</u> |

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|-------------|
| Department: |
| <u>N/A</u> |

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| <u>ESCI</u> | <u>Science Education</u> |
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| <u>N/A</u> |
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| <u>N/A</u> |
|------------|

JUSTIFICATION: See Attached



The University of Georgia

Department of Mathematics and Science Education

TO: Dean Louis A. Castenell, Jr.
FROM: Pat Wilson and Tom Koballa
DATE: June 24, 2004 (resubmitted June 30, 2004)

Patricia A. Wilson *Shawn R. Glynn*

RE: Merger of Departments

This memo is in response to your request for a plan for merging the Departments of Mathematics Education and Science Education. Since so many of the faculty members of both departments are off contract and away from Athens this summer, we have found it difficult to secure faculty input on a departmental organization and department head. We understand that as involuntarily dissolved departments, we are required to submit a plan for merging our departments. We submit the following interim plan that will allow us to prepare for fall semester and create a plan for merging that has substantial faculty input.

Interim Plan

Department Name – Department of Mathematics and Science Education

Department Head - Dr. Shawn Glynn has agreed to serve as the Interim Head of the new department from July 1 until a permanent Department Head is named at the beginning of the Fall Semester. Dr. Glynn has received the endorsement of all mathematics education and science education faculty members we have contacted. During this interim period, Denise Mewborn and Pat Wilson will continue to address program issues in mathematics education. Tom Koballa and Shawn Glynn will work with program issues in science education.

Administrative Structure – The administrative structure will include a Department Head and an Associate Department Head. The Department Head and Associate Department Head will be from different program areas. For example, if the Department Head is from mathematics education, the Associate Department Head will be from science education. Both the Department Head and the Associate Department Head will serve as the undergraduate coordinators for their respective program areas. The administrative structure would also include a mathematics graduate coordinator and a science education graduate coordinator.

Department Staffing – The new department will require an office manager and a financial manager. Due to the extensive technological needs of both program areas, a computer services specialist III will be needed to service the department. The new department will require an accountant II to assist with numerous external grants and professional development programs with partner school districts. Two degree program specialists will be needed in order to address the needs of graduate and undergraduate students in each of the discipline areas and to collect statistics and records needed for accountability reviews and external grants. The program areas will remain on different floors and will require an administrative secretary for each program who will also assist the Department Head and Associate Department Head, provide support for the faculty,

and provide information for visitors and students. *We would like to begin hiring immediately since we do not anticipate that any modifications of the administrative structure will alter the staffing needs of the department.*

Department Faculty - In order to meet the vision of the reorganized College and the mission of the new Department of Mathematics and Science Education, it will be necessary to secure new faculty lines. We currently see these lines serving three additional areas of opportunity for UGA: (1) critical needs within Georgia, (2) research-documented need for professional development of educators, (3) need for faculty with expertise in new fields of mathematics and science education.

- We hope that the new department can begin to meet the high demand of the state of Georgia for mathematics and science teachers that are prepared to teach all students. There is a critical need for both preservice and inservice teacher preparation that can not be met by the current faculty. We currently have requests from 2 school districts to provide degree programs in mathematics education. We are discussing science programs at Tifton and Griffin. We are heavily involved with Gwinnett County and the Gwinnett University Center. We can not serve these constituencies without additional faculty.
- Our current research (e.g. NSF, Spencer, Knowles) indicates a growing need for professional development for those who prepare teachers. This group includes school district personnel, faculty in 2-year colleges, and faculty in Colleges of Arts and Sciences. NSF is supporting the development of doctoral students in innovative programs. DOE is supporting programs that work with school districts throughout the country. Since we are currently engaged in the research defining these initiatives, we are well poised to become leaders in this area if we can secure the faculty needed to take on these initiatives.
- New areas of research and teaching are evolving within the disciplines of mathematics education and science education. By adding faculty in these specific areas, we will be able to lead other universities in the preparation of researchers and practitioners. Currently these areas include: statistics education, biostatistics education, technology-enhanced curricula for teaching mathematics and science, assessment of mathematics and statistics learning, and policy issues in mathematics and science education.

Our new department should be able to attract these faculty at this time and it is critical to the success of the College to make this investment immediately. To meet the immediate requests we would need six additional faculty lines and two academic professionals. We anticipate additional needs as these programs grow and significantly increase external funding and credit hour production.

Department Facilities – No changes regarding the location of mathematics education and science education offices and classrooms are requested. However, additional faculty and graduate student office space and project work space are needed. Since both departments have substantial external funding, we have an urgent need for space to create the research work space to house the equipment that we have already purchased. At this time, we need three large offices that can serve as laboratory/work space and one large storage room.

Transitions Support - In the early weeks of the Fall Semester, all mathematics and science faculty members will participate in meetings to make important decisions about our new department. We will need funding to provide for a departmental retreat to facilitate a successful merger. The outcome of the retreat will be a plan for the new department that is built on the interim structures presented above. With financial assistance, we intend to present a faculty-approved plan to you early in the Fall Semester.

Academic Rational for the Department of Mathematics and Science Education

The Department of Mathematics and Science Education is a proposed new unit in the College of Education. This new unit is the result of the reorganization of the College and the merger of the Department of Mathematics Education and the Department of Science Education.

It is critical to the success of the College that the merger of the Department of Mathematics Education and the Department of Science Education serve to:

- (1) maintain the academic integrity and the national and international contributions of the mathematics and science programs within the new unit,
- (2) enhance the collaboration between mathematics education and science education faculty members as well as faculty across the university, and
- (3) provide for opportunities that will contribute to the improvement of mathematics and science teaching and learning within the state, nationally, and internationally.

- The academic integrity of the new Department of Mathematics and Science Education is linked to the content disciplines that function as the centerpiece for our undergraduate and graduate programs, research initiatives, and professional service activities. The soundness of the new Department is anchored in the strengths of both of the merging departments. Both mathematics and science education have nationally recognized undergraduate and graduate programs; faculties with strong records of teaching, research, service, and external funding; and many successful former students. In addition, the faculty and students of the new department share a fundamental belief in the importance of problem-solving and inquiry as central elements in mathematics and science teaching and learning.

- The new Department of Mathematics and Science Education is an organized collaboration of faculty and students with expertise in mathematics, statistics, technology, biology, chemistry, physics, earth science, and environmental science education. Mathematics and science education faculty members will continue their high level of collaboration with faculty in other departments in the College of Education and departments in the College of Arts and Sciences, Engineering, and College of Agriculture and Environmental Sciences. The new Department will maintain the undergraduate science education program at the Gwinnett University Center and plans to soon initiate an undergraduate mathematics education program there. The new department also plans to work with faculty in the College of Agriculture and Environmental Sciences to establish science education programs at UGA's Griffin and Tifton campuses. The faculty of the new department will continue its many collaborative research and service projects, including those with faculty in the College of Agriculture and Environmental Sciences, the College of Veterinary Medicine, and the UGA Engineering group. The Department will also continue its extensive collaborations with school districts throughout the state and other universities as well as its many international collaborations. Currently research and teaching collaborations involving faculty members from the new department include those in Germany, Japan, Kenya, China, Mexico, Singapore, Thailand, South Africa, Sweden, Korea, and the Philippines. The faculty of the new Department of Mathematics and Science Education is of the opinion that collaborations develop from common interests and goals.

- The new Department of Mathematics and Science Education also hopes to take advantage of the historical pairing of mathematics and science in many educational initiatives. The National Science Foundation as well as other funding agencies often develop grant RFPs and funding formula that encourage the collaboration of mathematics and science educators. In addition, the mathematics and science education faculties have a keen interest in preparing teachers and researchers. They desire to prepared teachers who are strong in their respective content areas as well as in the pedagogical content knowledge necessary for teaching in ways consistent with current reforms. They desire to prepare researchers who investigate important questions, engage in rigorous research methods, and generate findings that impact mathematics and science teaching and learning.

It is the desire of the faculty and students of the new Department of Mathematics and Science Education to contribute to the mission and vision of the College of Education. We hope that by merging the Department of Mathematics Education and the Department of Science Education into a new unit, we will be able to:

- maintain, and hopefully strengthen, the mathematics and science content identity that has served to distinguish the College of Education and has enabled it to flourish for more than 30 years,
- increase the number of faculty lines allowing the new department to increase our enrollment and meet the needs of mathematics and science teachers throughout Georgia.
- maintain the our ability to attract high quality undergraduate and graduate students, and increase our ability to attract additional graduate students interested in integrated fields (e.g. biostatistics, theoretical physics)
- enhance our record of attracting external funding that is targeted to disciplinary strength and improvement in mathematics and science education.

It is clear that a successful merger can only be accomplished through the support of substantial, additional resources that will enable the faculty and students to tackle the difficult task of creating a new community that will effectively serve our mission and approach our vision.

Proposed Staff Layout for Mathematics and Science Education Department

Department/Unit Level

Office Manager

Financial Manager

Accountant II

Computer Service Specialist III

Mathematics Education Office

Administrative Secretary

Degree Program Assistant or Specialist

Science Education Office

Administrative Secretary

Degree Program Assistant or Specialist

Proposed Duties:

Office Manager

Plans and directs activities of the department/major unit working closely with unit heads, and financial manager

Directs and supervises clerical personnel to include administrative secretaries, degree program assistant/specialists and computer services specialist and be responsible for day to day operations of units

Maintains all personnel records for faculty and staff

Assist with preparation of promotion and tenure dossiers and other duties associated with these tasks to include maintaining files of confidential correspondences as directed by unit head(s)

Assist department head/unit head with any necessary reports and requested information pertaining to university policies and procedures

Prepare paperwork for any new hires to include staff, faculty, retirees and forward paperwork to proper college personnel

Handles correspondences for unit heads and faculty as directed and may be directed to sign paperwork in the absence of department heads/unit heads

Assist or prepare staff evaluations that office manager supervises as directed by head(s)

Post vacant faculty and staff positions and prepare any paperwork associated with this

Work with degree program specialist on graduate assistantship applications making sure letters offering support are mailed in a timely manner

Responsible for appointment paperwork for all graduate assistants and faculty each semester including summer school to include entering correct percent of time, salary amounts, and correct hiring paperwork associated with the person(s)

Maintains and handles all departmental PAR's for accuracy and signatures and return to appropriate business office staff

May be asked to conduct regular staff meetings

Attend regular meeting with business office personnel and reports to staff and heads a summary of meetings when necessary

Be responsible for all correct paperwork for on-campus purchases including Central Office supply, central duplicating, printing, UGA Bookstore, E-shop, and Physical Plant work orders.

Be responsible for tracking phone and copier usages for amount to be charged to grants, etc.

Provide the Accountant II the phone and copier charges necessary for JV's

Approve leave for staff that office manager supervises - making sure offices are covered at all times

Processes hourly and bi-weekly time sheets for staff

Be responsible for coverage of offices during regular UGA business hours unless department head/unit head authorizes other work hours for individual staff [Normal UGA work hours are from 8:00a.m. until 5:00p.m. with 1 hour for lunch and allowance for two 15 minute breaks to be worked out. Making sure leave forms reflect the correct leave time for each staff person for annual and sick leave on bi-weekly and hourly time sheets. Be aware of UGA policies on these matters and express these at staff meetings.]

Responsible for forwarding new addresses for former employees to payroll and the business office for updating records

Financial Manager

Serves as key financial contact to the department head/unit heads on financial matters

Serves as liaison to the business office and attend meetings as required

Responsible for all state accounts in Mathematics and Science Education. Work closely with the Office Manager, the Accountant II and Administrative Secretaries in preparation of all purchase and check requests

Examine all travel authorities and check requests from units for completeness and accuracy and forward to correct personnel in the business office.

Responsible for entering all purchases and travel to state account status reports including income accounts and maintain accurate files

Maintain receiving reports on all state purchases

Processes Journal Vouchers for state purchases

Process P-card orders for the departments ensuring all reports and prepared in an efficient and timely manner.

Process on-line purchases on state accounts for departments

Accountant II

Maintain grant accounts using Excel both the departments and work closely with grants personnel in the business office and unit financial manager

Responsible for processing travel, check requests, honorariums, and any other expenditures associated with the grants and forwarding to the Financial Manager

Process appointment paperwork for the grants including faculty appointment forms and graduate students appointed to grants

Read, interpret and balance grant account status reports each month and work with business office grants personnel on any issues pertaining to the grants as necessary

Prepare on-line purchases for grant accounts and maintain accurate records for such including receiving reports

Prepare Journal Vouchers for grant accounts

Be familiar with personnel reports and budget amendments

Interact with Project Investigators and other faculty and graduate assistants working on the grant accounts answering questions, giving input or seeking information requested

Administrative Secretaries

Assist department head/unit head with duties as requested including acquiring information needed either on or off campus [Must be able to communicate accurate information for obtaining such and know where to direct questions and resolve problems]

Answers phones and directs callers and answers routine questions regarding departmental activities with accuracy and speed [Must answer multi-line phones and take accurate messages and directing to proper place(s) when needed]

Greets and assist all visitors to the department and direct them to the proper person or location they are seeking with courtesy and promptness

Prepare travel authorities, travel expense statements, and check requests related to travel and reimbursements of any kind for state accounts and be back-up to the Accountant II when needed

Assist faculty with various reports including typing, photocopying, and any other duties as directed by faculty or department head

Prepares and distributes departmental mail by taking and bringing from the mailroom and preparation of overnight mailings

Assist with creating spreadsheets, mailmerges, and other data as needed to include programs and brochures using excel and other software as directed or needed

Prepare names badges or other material needed for classes as directed by faculty, department head, instructors, or the office manager

Assist with preparation of final exams for faculty and instructors

Place orders for textbooks for faculty and teaching assistants

Handle all class evaluations including receiving, typing comments and preparation for sending to the testing center

Responsible for unlocking and securing departmental offices and classrooms when coming in and leaving for the day

Degree Program Specialist

Coordinates and assists in admission, orientation and recruitment of students

Maintain accurate and update files and records for each student

Maintain accurate and up to date knowledge of rules and policies for each specific degree or program, answering questions and assisting with all necessary paperwork including making sure all paperwork is processed in a timely manner and meets the deadlines set by the graduate school or undergraduate admissions office [It will be the responsibility of this position to update the graduate coordinator and faculty of any changes in requirements for graduation.]

Work closely with graduate coordinator(s) to ensure compliance with Graduate School Regulations

Check students' academic status and assists students with necessary forms and making sure these forms are processed such as programs of study, etc.

Coordinates the advisement of students

Makes appointments for students with undergraduate and graduate coordinators

Works independently on correspondence and requests for information either in written or electronic

Routes and processes appropriate forms necessary for admission, registration and graduation

Handles masters comprehensive exams under the direction of the graduate coordinator or department head

Enters classes into the IMS system in a accurate and timely manner meeting the deadlines set by the Registration and Scheduling Office.

Request necessary room assignments through OIT and enters into the computer when available each semester. This must be done timely and accurately.

Request rooms through OIT for meetings and special seminars

Independently check multiple instructor rolls and seeks instructors names for each student and enters them via IMS.

Completes any space and utilization reports on classes

Processes the Credit Hour Production reports at the end of each semester for Dr. Hoy's office and maintains copies for the departments

Ensure all confirmation rolls are given to correct instructor if necessary

Ensure all students have been given grades at the end of the semester by corresponding with the instructors making sure they meet the deadline set by the registrar's office

Assist graduate coordinator or Department Head and/or Office Manager with assistantship applications ensuring that letters are mailed to students in a timely manner

Work close with graduate coordinator(s) in preparation for all admissions, exams, graduation, programs of study or any other paperwork associated with students.

Must maintain accurate information on each graduate student to include their email addresses, home addresses, office locations and phone numbers

Should have forwarding addresses to include email when graduate students leave the department for future correspondence

Gives new addresses for any former graduate assistants to the Office Manager for forwarding to payroll and the business office for updating records

Process paperwork for in-service off-campus classes for departments and forward to Linda Taylor in the business office for processing

Computer Services Specialist III

Assists faculty, staff, and students in identifying and correcting complex problems encountered in the use of computer systems; refers severe or complex problems to the appropriate professional computing personnel such as OIT or Tech Services

Maintain all records of software licences, toner cartridges, vendors, and any other needs associated with equipment including all printers

Advises faculty, staff and students on tactical approaches to solving problems with their computer system

Operates on-line and off-line equipment in analyzing and resolving problems associated with computer system use

Installs and customizes computer hardware and software in accord with the vendor-supplied instructions

Performs diagnostics testing and checkouts

Designs, develops and maintain departmental website

Directs training activities using prepared instructional material as necessary

Maintain department/unit equipment inventory, surplus items, locations of all computers, toner of all printers

Maintain all equipment check-/out files for each person and ensure all the forms are processed before equipment is checked out. Maintain spreadsheet of where all equipment is located in each department and updating spreadsheets as equipment is moved from place to place

Contact vendors for price quotes for any equipment type to be purchased and forward to the Office Manager or Financial Manager