

**TOUGALOO COLLEGE**  
Tougaloo, MS

**Individual Professional Development Plan**

**2011-2012**

**NAME OF PROFESSOR: Norma J. Williams**

**CURRENT: Assistant Professor of Health, Physical Education and Recreation**

**DISCIPLINE: Master of Science: Health, Physical Education and Recreation**

**TEACHING**

1. Courses which you expect to teach during the semester. (Give number and title).  
Indicate courses new to the curriculum with (\*).

**The courses I am scheduled to teach this fall are:**

**3 Semester Hours: PHE/PHR 317/ Substance Abuse**

**3 Semester Hours PHE/PHR 324/ Public Health Administration**

**3 Semester Hours: PHR 335/ Introduction to Rhythms, K - 12**

**3 Semester Hours: PHR 415/ Recreational Leadership**

**3 Semester Hours: PHR416/ Community Recreation**

2. Describe any teaching learning strategies which you plan to use, but have not used before.

**Teaching new learning strategies depend on your expectations of college students you face each year. I expect each student to excel far beyond the experiences they have received which allows me to add or subtract old and new procedures.**

**In July, I received a note from one of the students who had just graduated in May 2011. After reading the note, I knew that we had to place more emphases on writing. How to write a sentence, punctuate, form a paragraph, etc. In attending the Quality Enhancement Plan (QEP) workshop I learned that 'writing across the curriculum' would be reinstated. As a result, I will introduce more classroom writing in the courses that I teach, with the use of the Writing Center as my back-up. My new learning strategy is to provide learning experiences that encompass all aspects of learning, by providing positive ways of presenting facts by letting your 'writing do the talking'. I will continue to use topics where critical thinking and analytical reasoning can be exhibited. So it is the new strategies you have learned, plus old strategies you have used to make each student excel.**

3. What outcomes do you expect in terms of improvement in the quality of students learning and teaching?

**I will expect students to be more efficient in how they present their findings. They will be more proficient in raising their grade point average because they will be able to express themselves through writing. This will give them the chance to follow-through on all written assignments. The idea is to get them to realize that writing is vital to their college existence.**

4. List other activities in which you plan to engage in order to improve your teaching.

**I will attend some of the following Health, Physical Education and Recreation workshops and/or conferences during the fall semester: School Health Index Training Elementary and High School Students, September 8, 2011 in Jackson, MS; Choosing the Best Abstinence Training for Middle School Students, September 28, Jackson, MS; Fitness for Life Middle and High School Physical Education Workshop, October 19, Jackson, MS; the Mississippi Alliance for Health, Physical Education, Recreation and Dance (MAHPERD) Elementary, Middle and High School Conference, November 4 – 5, Delta State University, and the Mississippi Education Association (MEA) State Convention, October 15, Raymond, MS. These workshops/conferences will provide information to be used for Power Point Presentations and to present new and ready ideas for teaching purposes. I will attempt to have students involved in some events.**

**More field trips where critical thinking can be utilized; use of Technology; reading material outside of the textbook; summarizing reading assignments (writing) to be sure that we continue to read during the semester.**

#### **SCHOLARLY AND/OR ARTISTIC ACTIVITIES**

1. List discipline or higher education organizations in which you hold membership.

**I hold membership in the following organizations: Mississippi Alliance for Health, Physical Education, Recreation, & Dance; American Alliance for Health, Physical Education, Recreation & Dance; American College of Sports Medicine; MECA, and, the Mississippi Education Association.**

2. List Professional meetings in your discipline which you will attend.

**I will attend the MECA Conference in January, 2012; the State Fall Meeting MEA Organization; the Mississippi Alliance of Health, Physical Education and Recreation & Dance; the American Alliance for Health, Physical Education and Recreation and Dance National Convention, and, the Mississippi Health Education Workshop; Substance Abuse workshop, Jackson State University, Jackson, MS.**

3. Do you have plans for research, an exhibition, or performance related to your discipline?

**Obesity has become one of the #1 problem of Tougaloo College students. Our students have the possibility of raising the medical level for high blood pressure, diabetes, heart attacks, and strokes and many more conditions related to being overweight. I would like to write grants, proposals, etc., to help Tougaloo College realize a walking trail or a running trail for its students. I do realize that we have to educate students to know the importance of exercising. I am actively pursuing this procedure and will pass it on to others to combat this epidemic. The Department needs to examine the physical education activity courses to see if they are promoting physical fitness. No grants or proposals have been funded.**

### **COMMUNITY SERVICE**

1. List community organizations to which you belong

**Each year I am placed on campus committees by the office of academic affairs. Over the past years I have been asked to serve on the Judiciary Committee.**

### **MENTORING AND ADVISING**

1. Are you serving as an advisor this academic year? If yes, how many students are you officially advising?

**This year I am responsible for advising approximately thirty (30) Health, Physical Education and Recreation majors.**

2. Are you a special mentor to any students this academic year? If yes, please explain by describing the nature.

**I am a mentor for seniors who are writing their senior thesis. I am also a mentor for students who have been in the department more than four years; students who have had three, four or five advisors. As with the three students who graduated this summer, I will give my all to help them accomplish this feat.**

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**Faculty Member's Name**

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**Date**

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**Supervisor's Signature**

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**Supervisor's Printed Name**

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**Date**



**TOUGALOO COLLEGE**  
**Division of Education, Supervision and Instruction**  
**Tougaloo, MS 39174**  
(601) 977-7744 (Division Office)  
(601) 977- 6165 (Facsimile)  
**Dr. Pamela Russ, Dean**  
**(601) 977-7744**

**Professional Development Plan Review**  
**2011-2012 Academic Year**

**NAME:**        **Dr. Arthur McLin, Jr.**  
                  **Chair of Elementary Education**

**DATE:**        **9/09/2011**

**DIVISION:**   **Education, Supervision and Instruction**

**1. Teaching**

- A. List courses that you expect to teach during the academic year, providing course numbers, titles, and credit hours. Indicate courses new to the curriculum with an asterisk(\*)

EDU 214 Educational Psychology	3 hours
EDU 251 Educational Seminar (Research)	3 hours
EDU 336 Tests, Measurement, & Evaluation	3 hours
EDU 252 Educational Seminar (Behavior Management)	3 hours
EDE/ECD 401 Research in Early Childhood	3 hours
EDU 331 Human Development and Learning	3 hours
EDE 102 Educational Learning Assessment	3 hours
*HNS 201 Developing Great Leaders	3 hours

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- B. Describe any teaching/learning strategies that you plan to use, but have not used before.

- Utilizing reflective practices to develop students' sense of self.
- Power Point for certain lectures and for students' presentation of their class projects.
- Group work to analyze and demonstrate critical thinking skills and problem solving techniques utilizing case note studies.
- Students teaching various chapter content topics to class

- C. What outcomes do you expect in terms of improving the quality of student learning and your teaching?
- Improve writing and critical thinking skills
  - Develop preservice teachers as reflective practitioners
  - Develop preservice teachers who will become skilled in utilizing research as a method to improve education and community.
  - Develop preservice teachers' analytical reasoning skills to promote effective educational decision making
- 

- D. List other activities in which you plan to engage in order to improve your teaching.
- Daily reflection
  - Attending professional development workshops
  - Student evaluations
  - Formal and informal assessments
  - Attending professional conferences (local and national)
  - Reading professional journals and books in content areas that I teach
  - Attending and presenting workshops through the Faculty Development Center

## **II. Scholarly and/or Artistic Activities**

- E. List discipline or higher education organizations in which you hold membership.
- Kappa Delta Pi
  - American Psychotherapy Association
- 
- F. Lists professional meetings, with dates, in your discipline that you plan to attend. Indicate with an asterisk (\*) any of which you will be a presenter. If you are an officer, or will be a moderator or group leader, indicate this with a double asterisk (\*\*)
- G. Please indicate the number of any special workshops or seminars related to your discipline, or to non-teaching responsibilities, you plan to attend. You may document these later by name, date, etc.
- Tougaloo College and Mississippi College Undergraduate Research Symposium April 19-20.
- 
- H. Do you have any plans for research, an exhibition, or performance this academic year related to your discipline? If so, please list.
- Yes, I will present and perform "The Sounds That Jazz Makes" during Founders Week. The performance demonstrates how music makes the pictures and text come to life using the creative thing process.

- Presently, modifying instrument Juvenile Emotion Management Scale (JEMS) for older subjects. Present instrument is norm for 12 to 14 year old students.
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- I. Lists and describe any proposals you have developed, as well as any proposals for which you assisted in the development. Indicate any that have been funded and the amount(s).  
None at present
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### **III. Community Service**

- J. List community organizations to which you belong. Indicate with a check mark those organizations for which you hold office or serve on the board.
- I do not belong to any particular community organization but I do continue to volunteer as a mentor for “Boys to Men” after school program at the Rainbow Child Care Facility in Florence MS.
  - I volunteer on Saturdays offering free music lessons to children in the Florence community.
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### **IV. Further Study**

- K. Do you plan to enroll in any institution for further study this academic year? If so, please state the name of the institution and the concentration/discipline of your studies?
- At this time I do not have any plans on furthering any study this academic year
  - If this study will be toward a degree, please indicate the degree expected by title and level, and indicate the expected date of completion.
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### **V. Mentoring and Advising**

- A. Are you serving as an advisor this academic year? If yes, how many students are you officially advising?
- Yes, I am presently advising 40 students.
- B. Are you a special mentor to any students this academic year? If so, please explain by describing the nature of the mentorship.
- Yes, I currently serve as an advisor and mentor for the Tougaloo College Baptist Student Union

**Tougaloo College**  
**Division of Education, Supervision and Instruction**

**Professional Development Plan**  
**2011 - 2012 Academic Year**

**Dr. James C. Coleman**  
**Professor of Health, Physical Education and Recreation**  
**Title III Program/Curriculum Enhancement, Activity Director**

**I. TEACHING**

A. List courses that you expect to teach during the academic year, providing course numbers, titles, and credit hours. Indicate courses new to the curriculum with an asterisk (\*).

PHE 141 Golf	PHE 316 Community Health and Sanitation
PHE 311 Coaching and Officiating	PHE 324 Public Health Administration
	PHE/PHR 425 Field Experience

B. Describe any teaching/learning strategies that you plan to use, but have not used before.

- Howard and Gardner's Theory of multiply intelligence
- Infusing Technology into courses taught by collaborating with Information Technology and other related activities to enhance the lesson
- Implementing more student team learning and calculations
- Broaden the partnerships for majors to complete clinical experiences
- Present outside speakers to the class to various topics to bring in additional views from their field of study

C. What outcome do you expect in terms of improving the quality of student learning and your teaching?

- Collaborations from other institutions
- Collaborations from outside agencies
- Establish an open line of communication with local districts for internships
- Professional development for accreditation workshops

D. List other activities in which you plan to engage in order to improve your teaching.

- Using student evaluation to improve instruction
- Do self assessment throughout the course of the year
- Attending workshops, seminars and institutes
- Collaborating with other faculty to pilot a class taught in modules
- Assess students more frequently for improved teaching

- Work with the various clubs within the Division to strengthen faculty support (Kappa Delta Pi, Gladys Noel Bates, Mississippi Association of Educators-Student Program)
- Continue to strengthen the 6 Centers under the Title III Program/Curriculum Enhancement: 1) Reading Center; 2) Writing Center/Mass Communications Lab; 3) Language Lab; 4) Center for Advising and Retention; 5) Math Lab; 6) Center for Undergraduate Research

## **II. SCHOLARLY AND/OR ARTISTIC ACTIVITIES**

### **A. List discipline or higher education organizations in which you hold membership**

- Member, Teacher Education Advisory Council
- Member, Faculty Affairs Committee
- Chair, Academic Standing Committee
- Member, Task Force on Retention and Freshman Program
- Serve on the advising team for senior research papers/projects
- Gladys Noel Bates, consultant
- Title III Curriculum Enhancement Workshop, Activity Director
- Founder's Day Activities for Tougaloo College
- Space Utilization Committee
- Athletic Committee, Chair
- Academic Affairs Council
- NCATE Task Force Committee, Chair
- Mississippi Alliance of Health, Physical Education, Recreation and Dance
- Mississippi High School Activities Association
- Mississippi Association of Educators
- Kappa Delta Pi

### **B. List professional meetings, with dates, in your discipline that you plan to attend. Indicate with an asterisk (\*) any at which you will be a presenter. If you are an officer, or will be a moderator or group leader, indicate this with a double asterisk (\*\*).**

- Title III Workshop (June 21-25, 2011/June 18-22, 2012)
- NCATE Workshops - TBA
- Faculty Appreciation Banquet
- Humanities Festival – April (yearly)
- Technology Training Session
- Division of Education Open House for Recruiting – April (yearly)
- State of Mississippi MECA Conference
- PT3 Annual Technology Conference/ Presenter
- NCATE Trainers' Conference
- American Association of Colleges for Teacher Education



C. Please indicate the number of any special workshops or seminars related to your discipline, or to non-teaching responsibilities, you plan to attend. You may document these later by name, date, etc.

- MACTE Meeting
- National Association of Intercollegiate Athletics
- MECA Conference – annually in Jackson, MS
- MEGA Conference - annually in Biloxi, MS
- Mississippi Department of Education Commission Meeting
- 2011 Title III Administrator's Retreat – June 2011 (Savannah, GA)/June 2012 TBA
- Gulf Coast Athletics Conference
- NAIA Conference

D. Do you have any plans for research, an exhibition, or performance this academic year related to your discipline? If so, please list.

- Participation in the Tougaloo College Undergraduate Research Program
- I plan to research and become familiar with the new NCATE Standards
- Serve as a mentor for the Honors Comprehensive Health Class

E. List and describe any proposals you have developed, as well as any proposals for which you assisted in the development. Indicate any that have been funded and the amount(s).

### **III. COMMUNITY SERVICE**

A. List community organizations to which you belong. Indicate with a check mark those organizations for which you hold office or serve on the board.

- Member, Gary Road Elementary School Parent/ Teacher Association
- Member, Anderson United Methodist Church
- Member, Dwight D. Eisenhower Project (Lanier High School)
- Member, Omega Psi Phi Fraternity, Incorporated
- Collaborator and consultant for Kid's University for CPR/First Aid Safety

B. Indicate other kinds of community service activities you plan to perform during the academic year. List the names of contact persons who can verify your involvement in the activities.

- Serve as a representative for Higher Education, Representative of : (a)Field Experience Supervisor (b) Education Representative for Tougaloo College
- Continue to play an active role in recruitment

#### **IV. FURTHER STUDY**

A. Do you plan to enroll in any institution for further study this academic year? If so, please state the name of the institution and the concentration/discipline of your studies.

- I do not plan to enroll in any institution.

B. If this study will be toward a degree, please indicate the degree expected by title and level, and indicate the expected date of completion.

- N/A

#### **V. MENTORING AND ADVISING**

A. Are you serving as an advisor this academic year? If yes, how many students are you officially advising?

- I am currently advising 21 students. I advise students whenever the need arises.

B. Are you a special mentor to any students this academic year? If yes, please explain by describing the nature of the mentorship.

- Providing options for students as they examine the possibilities of a major. I also provide encouragement, work through the division and general uplift and motivation. This occurs across all disciplines. Finally, I advise Tougaloo College students in other disciplines as they plan their future.

#### **VI. OTHER RELATED PROFESSIONAL ACTIVITIES**

A. List any collaborative projects with other institutions, College sectors, academic units, etc., in which you currently participate or plan to participate.

- I am currently in collaboration with the Divisions across the campus for Title III Curriculum Enhancement.
- I plan to participate in the development and implementation of Title III Workshops
- I plan to collaborate with the University of Mississippi and the Mississippi Department of Education in meeting the mandates of the National Association of Colleges for Teacher Education.
- Promote further development in the Student Academic Success Center

B. Please include any projects recognized within your professional discipline in which you currently participate or plan to participate.

- Excellent mentoring and advising for Project Destination/Graduation
- Development of the Access Program for Experiential learning

Faculty Member's Signature

Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Revised 12/12/03  
CWA/Rph

**Tougaloo College**  
**Division of Education, Supervision and Instruction**

**Professional Development Plan**  
**2011 - 2012 Academic Year**

**Dr. Marilyn H. Coleman**  
**Professor of Education, Supervision, and Instruction**

**I. TEACHING**

A. List courses that you expect to teach during the academic year, providing course numbers, titles, and credit hours. Indicate courses new to the curriculum with an asterisk (\*).

\*\*Not sure which classes I will be teaching. Will be done in consultation with the chair and the dean.

EDU 313 Integrated Approaching to Teaching Reading  
EDU 317 Intro to Exceptional Children  
EDU 333 Intro to Mental Retardation  
EDU 334 Methods of Mental Retardation  
EDU 413 Intro to Learning Disabilities  
EDU 414 Methods of Learning Disabilities  
EDU 424 Student Teaching

B. Describe any teaching/learning strategies that you plan to use, but have not used before.

- Bloom's Taxonomy
- Chapter Analysis with rubrics
- Article Analysis
- Position papers
- Howard and Gardner's Theory of multiply intelligence
- Continued critical thinking and analytical reasoning activities (QEP)
- Continued partnerships with P-12 schools
- Infusing Technology into courses taught by using the equipment in the Education Resource Center, collaborating with Information Technology and other related activities to enhance the lesson
- Continued senior paper writings and undergraduate research presentations
- Implementing more student team learning and calculations
- Broaden the partnerships for majors to complete clinical experiences
- Present outside speakers to the class to various topics to bring in additional views from their field of study

C. What outcome do you expect in terms of improving the quality of student learning and your teaching?

- Enrichment of oral and verbal communication in a variety of modes
- Utilize critical thinking and analytical reasoning in a variety of modes
- Acquire and process information in academic and non-academic environments
- Organize, comprehend, and make practical use of a variety of materials
- Apply knowledge in new context in academic settings and beyond the campus
- Become familiar with scientific principles relating to health and a larger environment
- Appreciate and experience diversity while developing a sense of value, creativity, good judgment, and self reliance.
- Complete a program of study in a specific discipline both traditionally and non-traditionally.
- Continued partnership with Mississippi Department of Education
- Collaborations from other institutions
- Collaborations from outside agencies
- Consultation with MACTE
- Establish an open line of communication with local districts for internships
- Continued work with Educational Testing Services (ETS, Princeton, NJ test writing)
- Professional development for accreditation workshops
- Working with the Council of Exceptional Children annual conference.

D. List other activities in which you plan to engage in order to improve your teaching.

- \*This bullets will depend highly on a budget. It is hoped that a budget will be provided to help me engage in the following:
- Research engagement
- Traveling, consultation, and collaboration with other institutions of higher learning and P-12 schools.
- Travel funds for recruitment with local and surrounding educational agencies
- Using student evaluation to improve instruction
- Do self assessment throughout the course of the year
- Attending workshops, seminars and institutes
- Infuse critical thinking and analytical reasoning in assignments
- Incorporate PRAXIS study skills in teacher education courses
- Familiar students with model behavior plans and strategies
- Model best practices in teaching inclusive of knowledge, skills, and disposition

## **II. SCHOLARLY AND/OR ARTISTIC ACTIVITIES**

A. List discipline or higher education organizations in which you hold membership

- Member, Teacher Education Advisory Council
- Counsel for Exceptional Children
- Personnel Committee
- Undergraduate Research Committee

- Task force, Education Committee, City Council (City of Jackson)
- Serve on the advising team for senior research papers/projects
- Founder's Day Activities for Tougaloo College
- Founding Member, Mississippi Chapter of Learning Disabilities (Est. 1984 – Gov. William Winters)
- Faculty Athletic Representative (NAIA)
- NCATE, National Board Member
- SACS, National Board Member
- Mississippi Association of Educators
- Kappa Delta Pi
- Blue Ribbon Committee
- Mississippi Council for Special Education

B. List professional meetings, with dates, in your discipline that you plan to attend. Indicate with an asterisk (\*) any at which you will be a presenter. If you are an officer, or will be a moderator or group leader, indicate this with a double asterisk (\*\*).

**\*\*\*This will depend on funds. No funds were available in the past. However, I would like to attend and be funded to attend:**

- MEGA Conference in Biloxi, MS during the first week of June 2012.
- MECA Conference (Jan, 2012)
- NCATE Workshops - TBA
- Council for Exceptional Children Conference
- NCATE Trainers' Conference
- American Association of Colleges for Teacher Education Conference
- National Council for Children with Learning Disabilities Conference
- Webinar conferences related to discipline
- AACTE Annual Conference

**\*\*\*Please let me know if funds will be available so that I may make the necessary arrangements in a timely manner.**

D. Do you have any plans for research, an exhibition, or performance this academic year related to your discipline? If so, please list.

**Yes, see all of the above. Please let me know of any funding that is available.**

### **III. COMMUNITY SERVICE**

A. List community organizations to which you belong. Indicate with a check mark those organizations for which you hold office or serve on the board.

- Member, Alpha Kappa Alpha Sorority, Incorporated
- Member, Word and Worship
- Member Gary Road Intermediate PTA
- Collaborator and consultant for Kid's University
- Consultant, Kettering Foundations
- Educational Consultant, Liberia, Africa
- Mid-South Condominiums – Board of Directors
- Bridgewater Home Owners Association
- Mississippi Coalition of Democratic Women
- Bailey Magnet High School – Booster Club

B. Indicate other kinds of community service activities you plan to perform during the academic year. List the names of contact persons who can verify your involvement in the activities.

- Serve as a representative for Higher Education, Representative of : (a)Field Experience Supervisor (b) Education Representative for Tougaloo College
- Bailey Magnet High School, Mentor, Dr. Calvin Lockett
- Clark Atlanta University, Dissertation, Sara E. Coleman
- Judge Houston J. Patton, Justice Court Judge - Jackson, MS

#### **IV. FURTHER STUDY**

A. Do you plan to enroll in any institution for further study this academic year? If so, please state the name of the institution and the concentration/discipline of your studies.

- Yes, if funds are provided. Please get back with me on this.

B. If this study will be toward a degree, please indicate the degree expected by title and level, and indicate the expected date of completion.

- Would like a Masters in Business Administration if Tougaloo can provide funding.

#### **V. MENTORING AND ADVISING**

A. Are you serving as an advisor this academic year? If yes, how many students are you officially advising?

- Yes, I advise students whenever the need arises across all disciplines.

B. Are you a special mentor to any students this academic year? If yes, please explain by describing the nature of the mentorship.

- I am a mentor to all my students that I advise. Special mentor: Antron McCay, Tommy Mabry, Maurice Allen, Pamela Rodgers, Kim Cole, Shawonna Coleman, Lezley Nixon

## VI. OTHER RELATED PROFESSIONAL ACTIVITIES

A. List any collaborative projects with other institutions, College sectors, academic units, etc., in which you currently participate or plan to participate.

**\*\*\*See all of the above**

B. Please include any projects recognized within your professional discipline in which you currently participate or plan to participate.

- Co-authored book; Curriculum and Education (Liberia, Africa)
- Children's Book: "Sara Beth and the Big Jump" (in writing process).
- Worked with Mississippi Consortium of International Development
- P-12 Partnerships, Professional Development
- Early Education (Pre-Schools) Professional Development

Faculty Member's Signature

Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Revised 12/12/03  
CWA/Rph





**TOUGALOO COLLEGE**  
**Division of Education, Supervision and Instruction**  
**Tougaloo, MS 39174**  
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April 7, 2011

Dr. Abdul Turay, Provost Vice President  
Academic Affairs  
Tougaloo College  
500 West County Line Road  
Tougaloo, Mississippi 39174-9700

Dear Provost Turay,

Professor Norma Williams currently serves as Chair of the Health, Physical Education and Recreation Department. As Dean of the Division of Education, I highly recommend Professor Norma Williams for reappointment as Chair of the Health, Physical Education and Recreation Department for academic year 2011-2012. My findings are based on careful review of her leadership skills determined by the five performance indicators described below.

**Academic Excellence**

Professor Williams' file contains teaching evaluations for the PHR 416– Community Recreation, Introduction to Rhythms, K-12 and Recreation Leadership courses during the academic year 2010-2011. She is responsible for teaching the required Health, Physical Education and Recreation courses for the program. A review of the syllabi for PHER 416 reflects a well prepared, organized, and detailed framework for methods and strategies for direct instruction. Student ratings are consistent in rating Professor Williams as being effective in the classroom. As the Dean of Education, I commend her for having high expectations and standards for our students. Her course evaluations range from 1.30 to 1.83 and oral testimonials reveal positive responses from students. Professor Williams is highly regarded by students and her colleagues as a warm and a caring individual.

Professor Williams provides formal and informal advising to students enrolled in her courses in the Health, Physical Education and Recreation Program. She is currently the Faculty Advisor to the Student National Education Association (NEA), Tougaloo Chapter. Professor Williams chairs four senior thesis Committees and is a member of the Teacher Education Advisory Council Committee. She works closely with future teachers involved in the Gladys Noel Bates

Research Club by providing ongoing advising and mentoring. She was an invited panel member to the National Association of African-American Studies conference in Baton Rouge, Louisiana and Founders Day at Tougaloo College, representing the Division of Education in a leadership role. Over the past year Professor Williams have participated in over five (5) instructional related professional development activities through the Faculty Development Quality Enhancement Program Center. Her professional development activities in the field of Health and Recreation have included developing a broader knowledge-based of effective programs for PHER majors in the fields of kinesiology and sports management.

The Dean of Education concludes that Professor Williams exceeds the college criterion established for the area of Academic Excellence.

### **Collaborations**

Professor Williams was honored during American Education Week, for her noteworthy contributions to Tougaloo College and the community. Her excellent preparation and extensive background in the field of health, physical education and recreation is highly valued in the Division of Education. She is commended for being the recipient of a 2011 Priceless Treasure Award, Tougaloo College Office of Institutional Advancement.

Professor Williams has been a member of the Mississippi Alliance for Health, Physical Education, Recreation and Dance organization for the past 20 years and Health Instructor for seven years for the Tougaloo College Upward Bound Program. She helped organize and participated in the *First Annual Bring Your Child to Work Day* event. Professor Williams has actively been involved in the Division of Education monthly seminars, where she devotes a significant amount of her time to mentoring her students.

Professor Williams chaired and coordinated the Department of Health, Physical Education and Recreation, Health and Education Poster Session, fall 2010. In the academic year 2010-2011, Professor Williams was a member of the following committees, Faculty Development QEP Center, Faculty Handbook, Catalog Handbook, Judiciary Committee, Academic Affairs, and Faculty Grievance.

The Dean of Education concludes that Professor Williams exceeds the college criterion established for the area of Collaborations.

### **Technology**

Professor Williams uses appropriate media to improve her lectures and transform lessons into interactive sessions. She utilizes technology as a teaching tool to engage and motivate students. Also, to design activities, communicate more effectively with individuals and to manage student learning outcomes assessment for courses and program.

### **Financial Stability**

Professor Norma Williams regularly distributes recruitment materials and literature about programs offered in Division of Education to local schools, institutions and communities in Mississippi.

### **Scheduling**

Professor Williams has taken a leadership role in training and advising in the preparation and development of our academic yearly course schedule for the Division of Education. She has taken the initiative to ensure that we have adequate classroom space in order to meet faculty and students needs. She serves as academic advisor for the Health, Physical Education and Recreation Program and provides advising based on individual students' needs and goals to help keep majors on track for matriculation through the HPER programs.

### **Overall Recommendation**

Based on careful review, I highly recommend Professor Williams for reappointment as Chair of the Department of Health, Physical Education and Recreation for academic year 2011-2012.

### **Certification**

I have read and discussed this review with the Dean, Division of Education.

*Norma Williams*  
Professor Norma Williams

*April 8, 2011*  
Date

cc: Department File  
Professor Williams



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April 7, 2011

Dr. Abdul Turay, Provost Vice President  
Academic Affairs  
Tougaloo College  
500 West County Line Road  
Tougaloo, Mississippi 39174-9700

Dear Provost Turay,

Dr. Arthur McLin is in his fourth year as a tenure-track Assistant Professor of Education. Dr. McLin currently serves as Chair of the Elementary Education Department, Coordinator of Field Services, and Coordinator of the Secondary Education Program. As Dean of the Division of Education, I highly recommend Dr. McLin for reappointment as Chair of the Elementary Education Department Program for academic year 2011-2012. My findings are based on careful review of his leadership skills determined by the five performance indicators described below.

**Academic Excellence**

Dr. McLin has been instrumental in program development for the Elementary Education Program in the areas of Behavioral Management and Senior Thesis Development. Dr. McLin taught EDU 214- Education Psychology and EDU 331- Human Development and Learning course during the academic year 2010-2011. He is responsible for teaching the required foundation courses for the Elementary Education program. A review of the course syllabi reflects thoroughness in appropriate pedagogical practices in the field of education. Dr. McLin overall adjusted mean scores for course evaluations for three semesters ranked excellent (ranging from 1.03 to 1.33) as a professor. Dr. McLin astute knowledge, experience, dependability, and interpersonal communication skills serves as a badge of honor to his commitment to education. His commitment to students is evident in his advising and constant interaction with students, also providing formal and informal program orientation meetings for all perspective new students majoring in elementary and secondary education.

The Dean of Education concludes that Dr. McLin meets Tougaloo College criterion established for the area of academic excellence.

### **Collaborations**

Dr. McLin serves as Coordinator of Field Services and in the past year, he has visited local school districts to meet with principals about formalizing articulation agreements for our students to participate in scholarly research projects, student teaching and field based practicums dealing with the needs of multilingual students and the professional development of our pre-service teachers who teach minority students. Dr. McLin was an invited guest speaker for Key Elementary School: Black History Program in Jackson, MS, on *Preparing for the Future to Continue the Legacy*. Dr. Arthur McLin served as Monitor/Evaluator for the Mississippi State Department of Special Education for the 2010-2011 academic school year. In November 2010, Dr. McLin co-presented at the United Negro College Conference, speaking on Analysis of Tougaloo College Faculty Development Center in New Orleans, Louisiana. Dr. McLin organized and coordinated an Education Research Symposium in December 2010, for presentations by Division of Education students, which covered topics addressing education, community and global issues in education. He is commended for being the recipient of a 2011 Priceless Treasure Award, Tougaloo College, and Office of Institutional Advancement. Dr. McLin was honored with the distinction of being the first Quality Enhancement Program Fellow. Dr. McLin contributions to the reorganization of the Elementary and Secondary Education Programs and redefining the field based practicum experiences for elementary and child development majors have been exceptional.

Dr. McLin serves on numerous committees for the department, college, and university, including the Teacher Education Advisory Council for the Division of Education; Tougaloo College-Brown University Program Committee; Faculty Development Center Committee, the Institutional Review Board Committee, faculty Advisor for the Gladys Noel Bates Research Club, a proud member of the Tougaloo College Jazz Ensemble Group, the Honors Program Committee, and he continues to monitor the Senior Thesis for students in the Department of Education. Dr. McLin has made outstanding contributions to the division, department and college through his commitment to Tougaloo College, elementary education and secondary education programs.

The Dean of Education concludes that Dr. McLin contributions to the success of the elementary education program and the development of partnerships in our local schools is commendable and meets criteria established for Collaborations.

### **Technology**

Dr. McLin spends a considerable amount of time in the Academic Resource Room in updating our information and computer technology systems in order to meet the needs of the Education faculty and students. He is a strong advocate for faculty and students in attempting to modernize the Academic Resource room with the necessary statistical software programs and other technology necessary to improve student academic achievement and success in the classroom.

**Financial Stability**

In spring 2011, Dr. McLin participated in two National Science Foundation grant writing committees in collaboration with the Division of Natural Sciences. Dr. McLin regularly distributes recruitment materials and literature about the teacher education programs offered in our division to local schools, institutions and communities throughout Mississippi.

**Scheduling**

Dr. McLin schedules classes for elementary education, special education and child development majors for the academic calendar year. He has taken the lead in creating a 2011 summer school program schedule which will allow secondary education majors to complete core course requirements in the division for teacher certification. This is essential for secondary education majors in order for students to graduate in a four year period within their respective disciplines.

**Overall Recommendation**

Based on careful review, I highly recommend Dr. McLin for reappointment as Chair of the Elementary Education Department academic year 2011-2012.

**Certification**

I have read and discussed this review with the Dean, Division of Education.

  
Dr. Arthur McLin

4/7-1/2011  
Date


cc: Department File  
Dr. Arthur McLin



**TOUGALOO COLLEGE**  
**Division of Education, Supervision and Instruction**  
**Tougaloo, MS 39174**  
(601) 977-7744 (Division Office)  
(601) 977- 6165 (Facsimile)

**Date:** April 6, 2011

**To:** Dr. O.W. Johnson, Interim Provost Vice President  
Academic Affairs

**From:** Dr. Pamela Russ, Dean   
Division of Education

**Re:** Review of Dr. James Coleman

**Teaching Proficiency**

Dr. James Coleman's file contains course evaluations for five courses that he taught. Dr. Coleman's adjusted scores for course evaluations range from 1.50 to 1.73 indicating effective teaching practices. Dr. Coleman was honored during American Education Week for his leadership role in the Division of Education and Tougaloo College as a leader and mentor who have had a positive influence on students and for his academic career achievements. He was also nominated and selected for the Professor of the Year award at Tougaloo College. Dr. Coleman over the past year revised and updated eleven (11) courses to include SACS, NCATE, and Quality Enhancement Program student learning outcomes, including assessment measures. His file contains course syllabi, course materials, which are well prepared and reflect current research and practice.

**Scholarly and/or Artistic Activities**

As a faculty member, he participated in a series of planning meetings with department chairs and the Dean of the Division of Education in revising core courses in the Department of Health, Physical Education and Recreation.

He also participated in the monthly information sharing meetings for students and division faculty to facilitate program collaboration and information about the Division of Education programs. He participated in a workshop for students and assisted them in their senior thesis preparation. The department appreciates his commitment to support students in utilizing best practices in applied research skills and technology.

He presented at the Annual Technology conference. He attended the Title III workshops', State of Mississippi Annual MECA Conference, Annual MEGA Conference, 2011 Title III Administrators' Retreat, and Gulf Coast Athletics Conference. He continues to provide consultations for federally funded programs.

### **Participation in College Wide Affairs and Community Service**

At the College level, his committee assignments include Vice- Chair of Faculty Affairs, Chair of Academic Standing Committee, Chair Athletic Committee, Academic Affairs Council, Task Force on Retention and Freshmen Program, Activity Director for Title III Curriculum Enhancement Workshop and Space Utilization Committee.

At the department level, his committee assignments and program activities related to accreditation include Health and Recreation modifications and revisions. He has participated in planning for a minor in Secondary Education. Dr. Coleman has made many contributions to the community on behalf of the Division of Education. He serves as a consultant and collaborates with staff and parents at Kids University by offering CPR/First Aid Safety classes. He serves as the Higher Education Representative for Field Experience Supervisor for Tougaloo College. He holds memberships in numerous organizations that support the mission of the college and the Division of Education. Dr. Coleman has made many contributions to the community on behalf of the Division of Education.

He is also participating in a planning committee for the restructuring of the Health, Physical Education and Recreation program. He has been collaborating with the Division of Education to provide a series of Praxis I preparation workshops for students who have experienced failure with the exam. Dr. Coleman participates in the assessment committee for the Division of Education. Dr. Coleman serves on the advisory board for the Teacher Education Advisory Council.

### **Further Study**

n/a

### **Mentoring and Advising**

The division appreciates his willingness to participate in online courses and independent studies in order to facilitate students graduating in a timely manner. He served as a faculty advisor for three students completing their senior theses. Dr. Coleman is actively involved in Health and Recreation student advising and Division of Education majors advising and participates in advising Day. Dr. Coleman serves as a mentor and advisor for Project Destination/Graduation.



**Other Related Professional Activities**

Currently, Dr. Coleman collaborates with the Divisions across campus for Title III curriculum enhancement. He is in the process of developing a series of Title III curriculum enhancement workshops and seminars for faculty. These workshops would enhance student engagement, critical thinking and analytic reasoning skills while addressing critical pedagogy skills.

**Overall Recommendation**

Based on careful review, I recommend that Dr. James Coleman be reappointed for the academic year of 2011-2012.


cc: Department File  
Dr. James Coleman



**TOUGALOO COLLEGE**  
**Division of Education, Supervision and Instruction**  
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**Date:** May 6, 2011

**To:** Dr. O. W. Johnson, Interim Provost Vice President  
Academic Affairs

**From:** Dr. Pamela Russ, Dean   
Division of Education

**Re:** Review of Dr. Marilyn Coleman

**Teaching Proficiency**

Dr. Coleman's file contains course evaluations for four courses that she taught. Dr. Coleman's adjusted scores for course evaluations range from 1.26 to 1.89 indicating effective teaching practices. Dr. Coleman over the past year revised and updated four courses to include SACS, NCATE, and Quality Enhancement Program student learning outcomes, including assessment measures. She participated in updating departmental materials for students, to support field based practicum observations. Dr. Coleman also has enhanced communication with students in the division by participating in monthly education seminars. Her file contains course syllabi, course materials, which are well prepared and reflect current research and practice. Dr. Coleman continues to do consultative work with other institutions and local education agencies throughout the state.

**Scholarly and/or Artistic Activities**

She co-authored a book entitled, *Curriculum and Education* sponsored by the government of Liberia, Africa to promote curriculum development in their schools. Dr. Coleman presented at the Annual Conference for Exceptional Children in Natchez, Mississippi in February 2011. She developed core courses to be taught online to facilitate students graduating in a timely manner, in order to support the Elementary Education Program. As Special Education advisor, she participated in a series of planning meetings with department chairs in the Division of Education. She also participated in monthly information sharing for students and division faculty to facilitate program collaboration and information about the Division of Education programs. She participated in a workshop for students and assisted them in their senior thesis preparation. The

department appreciates her commitment to support students in utilizing best practices in review of the pertinent literature, applied research skills and technology.

### **Participation in College Wide Affairs and Community Service**

Dr. Coleman serves as a consultant to various community constituents, such as, Kettering Foundation, Alpha Kappa Alpha Sorority, Inc., Kid's University, and Higher Education Representative for field experiences, Bailey Magnet High School, District Court Judge, Houston J. Patton, and Canton Mayor Dr. William Truly.

At the departmental level, her committee assignments and program activities related to accreditation include elementary education modifications and revisions. She has participated in planning for a minor in Secondary Education. She is also participating in a planning committee for revising core course in the Division of Education program. Dr. Coleman participates in the assessment committee for the Division of Education. She also serves as Division of Education Liaison to our local public schools. Dr. Coleman serves on the advisory board for the Teacher Education Advisory Council.

### **Further Study**

Dr. Coleman is interested in pursuing a MBA degree if college funding were available.

### **Mentoring and Advising**

Dr. Coleman advises approximately 40 students in the department of elementary education and across all division of education majors. The division appreciates her willingness to participate in student teacher supervision. Dr. Coleman is actively involved in the elementary education, special education and child development program advising and participated in Advising Day.

### **Other Related Professional Activities**

Dr. Coleman collaborated with Mississippi Consortium of International Development, P-12 Partnership and Early Childhood Education teachers in Professional Development activities.

### **Overall Recommendation**

Based on careful review, I recommend that Dr. Coleman be reappointed for the academic year of 2011-2012.


cc: Department File  
Dr. Marilyn Coleman



**TOUGALOO COLLEGE**  
**Division of Education, Supervision and Instruction**  
**Tougaloo, MS 39174**  
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(601) 977- 6165 (Facsimile)

June 6, 2011

**TO:** Dr. O. W. Johnson, Interim Provost  
Vice President of Academic Affairs

**FROM:** Dr. Pamela Russ, Dean   
Division of Education, Supervision and Instruction

**RE:** Reappointment letter for Mr. Harvey Wardell

Mr. Harvey Wardell is an adjunct instructor in the Division of Education, Supervision and Instruction. Mr. Wardell's file contains teaching evaluations for PHE 104 - Comprehensive Health, PHE 315 - Consumer Health, PHE 213 - First Aid courses during the academic year 2010-2011. A review of the course syllabi for PHE 104 reflects a well organized and detailed outline for methods and strategies for direct instruction. Student's ratings are consistent in rating Mr. Wardell as being an effective instructor in the classroom. His course evaluations range from 1.25 to 1.51 and support effective teaching strategies are being utilized in classroom instruction.

Mr. Harvey Wardell participates in student advising and advising day. He also serves as a senior thesis advisor. The Division of Education appreciates his willingness to advise students and his commitment to students pursuing degrees in the Division of Education.

Based on careful review, I recommend Mr. Harvey Wardell for reappointment as an adjunct instructor in the Division of Education, Supervision and Instruction for academic year 2011-2012.

Cc: Department file  
Harvey Wardell





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**Dr. Pamela Russ, Dean**  
**(601)977-7744**

Pre-service

**Professional Development Plan**  
**2010-2011 Academic Year**

**NAME:** Dr. Arthur McLin, Jr. Ed.D., LPC, BCPC  
Chair of Elementary Education  
**DATE:** September 13, 2010  
**DIVISION:** Education, Supervision, and Instruction

**1. Teaching**

A. List courses that you expect to teach during the academic year, providing course numbers, titles, and credit hours. Indicate courses new to the curriculum with an asterisk(\*):

EDU 214: Educational Psychology	3 hours
EDU 251: Educational Seminar: Research	3 hours
EDU 252: Behavior Management	3 hours
EDU 336: Test, Measurement, and Evaluation	3 hours
EDU 331: Human Development	3 hours

B. Describe any teaching/learning strategies that you plan to use, but have not used before.

- Incorporating metaphoric inquiry to develop pre-service teachers' view of how they see themselves in their role as an early childhood teacher. The metaphor that the pre-service teacher chooses will be a personal symbol of who they are internally. This personal discovery (development of self) can enhance pre-service teachers' effectiveness as teacher of young children.
- Plan to do more hands on activities in a day care facility (besides the practicum). What pre-service teachers learn in the classroom will be incorporated in a learning environment the following week throughout the semester. Will use the day care facility as an extension of the classroom. Pre-service teachers will enhance their teaching strategies, activity planning, observation skills, and classroom management skills.

C. What outcomes do you expect in terms of improving the quality of student learning and your teaching?

- Improve writing and critical thinking skills

- Enhance pre-service teachers' assessment skills and knowledge in order to create valid and reliable teacher-made tests, utilize assessment strategies for planning instruction, and using assessment to make valid decisions concerning children's education performance.

D. List other activities in which you plan to engage in order to improve your teaching.

- Daily reflection
- Continuing Education Units (CEU's)
- Student feedback
- Professional conferences
- Review of literature in my content area
- Journal publications

## **2. SCHOLARLY AND OR ARTISTIC ACTIVITIES**

A. Lists discipline or higher education organizations in which you hold membership

- American Psychotherapy Association
- Mid-South Educational Research Association
- The American Board of Professional Counselors

B. Lists professional meetings with dates in your discipline that you plan to attend.  
Indicate with an asterisk (\*) any at which you will be a present.

**Tougaloo College**  
**Division of Education, Supervision and Instruction**

**Professional Development Plan**  
**2010 - 2011 Academic Year**

**Dr. James C. Coleman**  
**Professor of Health, Physical Education and Recreation**  
**Title III Program/Curriculum Enhancement, Activity Director**

**I. TEACHING**

A. List courses that you expect to teach during the academic year, providing course numbers, titles, and credit hours. Indicate courses new to the curriculum with an asterisk (\*).

PHE 141 Golf

PHE 311 Coaching and Officiating

PHE 142 Advanced Golf

PHE 423 Organization and Administration

PHE/PHR 425 Field Experience

B. Describe any teaching/learning strategies that you plan to use, but have not used before.

- Howard and Gardner's Theory of multiply intelligence
- Infusing Technology into courses taught by using the equipment in the Education Resource Center, collaborating with Information Technology and other related activities to enhance the lesson
- Implementing more student team learning and calculations
- Broaden the partnerships for majors to complete clinical experiences
- Present outside speakers to the class to various topics to bring in additional views from their field of study

C. What outcome do you expect in terms of improving the quality of student learning and your teaching?

- Collaborations from other institutions
- Collaborations from outside agencies
- Establish an open line of communication with local districts for internships
- Professional development for accreditation workshops

D. List other activities in which you plan to engage in order to improve your teaching.

- Using student evaluation to improve instruction
- Do self assessment throughout the course of the year
- Attending workshops, seminars and institutes
- Collaborating with other faculty to pilot a class taught in modules

- Assess students more frequently for improved teaching
- Work with the various clubs within the Division to strengthen faculty support (Kappa Delta Pi, Gladys Noel Bates, Mississippi Association of Educators-Student Program)
- Continue to strengthen the 6 Centers under the Title III Program/Curriculum Enhancement: 1) Reading Center; 2) Writing Center/Mass Communications Lab; 3) Language Lab; 4) Center for Advising and Retention; 5) Math Lab; 6) Center for Undergraduate Research

## **II. SCHOLARLY AND/OR ARTISTIC ACTIVITIES**

### **A. List discipline or higher education organizations in which you hold membership**

- Member, Teacher Education Advisory Council
- Chair, Department of Education
- Chair, Faculty Affairs Committee
- Chair, Academic Standing Committee
- Member, Task Force on Retention and Freshman Program
- Serve on the advising team for senior research papers/projects
- Gladys Noel Bates, consultant
- Title III Curriculum Enhancement Workshop, Activity Director
- Founder's Day Activities for Tougaloo College
- Space Utilization Committee
- Athletic Committee, Chair
- Academic Affairs Council
- NCATE Task Force Committee, Chair
- Mississippi Alliance of Health, Physical Education, Recreation and Dance
- Mississippi High School Activities Association
- Mississippi Association of Educators
- Kappa Delta Pi

### **B. List professional meetings, with dates, in your discipline that you plan to attend. Indicate with an asterisk (\*) any at which you will be a presenter. If you are an officer, or will be a moderator or group leader, indicate this with a double asterisk (\*\*).**

- Title III Workshops (June 21, 2011)
- NCATE Workshops - TBA
- Faculty Appreciation Banquet
- Humanities Festival – April (yearly)
- Technology Training Session
- Division of Education Open House for Recruiting – April (yearly)
- State of Mississippi MECA Conference
- PT3 Annual Technology Conference/ Presenter
- NCATE Trainers' Conference



- American Association of Colleges for Teacher Education

C. Please indicate the number of any special workshops or seminars related to your discipline, or to non-teaching responsibilities, you plan to attend. You may document these later by name, date, etc.

- MACTE Meeting
- National Association of Intercollegiate Athletics
- MECA Conference – annually in Jackson, MS
- MEGA Conference - annually in Biloxi, MS
- Mississippi Department of Education Commission Meeting
- 2011 Title III Administrator's Retreat – June 2011 (Savannah, GA)
- Gulf Coast Athletics Conference
- NAIA Conference

D. Do you have any plans for research, an exhibition, or performance this academic year related to your discipline? If so, please list.

- Participation in the Tougaloo College Undergraduate Research Program
- I plan to research and become familiar with the new NCATE Standards
- Serve as a mentor for the Honors Comprehensive Health Class

E. List and describe any proposals you have developed, as well as any proposals for which you assisted in the development. Indicate any that have been funded and the amount(s).

### **III. COMMUNITY SERVICE**

A. List community organizations to which you belong. Indicate with a check mark those organizations for which you hold office or serve on the board.

- Member, Gary Road Elementary School Parent/ Teacher Association
- Member, Anderson United Methodist Church
- Member, Dwight D. Eisenhower Project (Lanier High School)
- Member, Omega Psi Phi Fraternity, Incorporated
- Collaborator and consultant for Kid's University for CPR/First Aid Safety

B. Indicate other kinds of community service activities you plan to perform during the academic year. List the names of contact persons who can verify your involvement in the activities.

- Serve as a representative for Higher Education, Representative of : (a)Field Experience Supervisor (b) Education Representative for Tougaloo College
- Continue to play an active role in recruitment

#### **IV. FURTHER STUDY**

A. Do you plan to enroll in any institution for further study this academic year? If so, please state the name of the institution and the concentration/discipline of your studies.

- I do not plan to enroll in any institution.

B. If this study will be toward a degree, please indicate the degree expected by title and level, and indicate the expected date of completion.

- N/A

#### **V. MENTORING AND ADVISING**

A. Are you serving as an advisor this academic year? If yes, how many students are you officially advising?

- I am currently advising 21 students. I advise students whenever the need arises.

B. Are you a special mentor to any students this academic year? If yes, please explain by describing the nature of the mentorship.

- Providing options for students as they examine the possibilities of a major. I also provide encouragement, work through the division and general uplift and motivation. This occurs across all disciplines. Finally, I advise Tougaloo College students in other disciplines as they plan their future.

#### **VI. OTHER RELATED PROFESSIONAL ACTIVITIES**

A. List any collaborative projects with other institutions, College sectors, academic units, etc., in which you currently participate or plan to participate.

- I am currently in collaboration with the Divisions across the campus for Title III Curriculum Enhancement.
- I plan to participate in the development and implementation of Title III Workshops
- I plan to collaborate with the University of Mississippi and the Mississippi Department of Education in meeting the mandates of the National Association of Colleges for Teacher Education.
- Promote further development in the Student Academic Success Center

B. Please include any projects recognized within your professional discipline in which you currently participate or plan to participate.

- Excellent mentoring and advising for Project Destination/Graduation
- Development of the Access Program for Experiential learning

Faculty Member's Signature

Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Revised 12/12/03  
CWA/Rph

**Tougaloo College**  
**Division of Education, Supervision and Instruction**

**Professional Development Plan**  
**2010 - 2011 Academic Year**

**Dr. Marilyn H. Coleman**  
**Professor of Education, Supervision, and Instruction**

**I. TEACHING**

A. List courses that you expect to teach during the academic year, providing course numbers, titles, and credit hours. Indicate courses new to the curriculum with an asterisk (\*).

EDU 101 Professional Development  
EDU 313 Integrated Approaching to Teaching Reading  
EDU 317 Intro to Exceptional Children  
EDU 333 Intro to Mental Retardation  
EDU 334 Methods of Mental Retardation  
EDU 413 Intro to Learning Disabilities  
EDU 414 Methods of Learning Disabilities  
EDU 424 Student Teaching

B. Describe any teaching/learning strategies that you plan to use, but have not used before.

- Howard and Gardner's Theory of multiply intelligence
- Continued critical thinking and analytical reasoning activities (QEP)
- Continued partnerships with P-12 schools
- Infusing Technology into courses taught by using the equipment in the Education Resource Center, collaborating with Information Technology and other related activities to enhance the lesson
- Continued senior paper writings and undergraduate research presentations
- Implementing more student team learning and calculations
- Broaden the partnerships for majors to complete clinical experiences
- Present outside speakers to the class to various topics to bring in additional views from their field of study

C. What outcome do you expect in terms of improving the quality of student learning and your teaching?

- Continued partnership with Mississippi Department of Education
- Collaborations from other institutions
- Collaborations from outside agencies
- Consultation with MACTE

- Establish an open line of communication with local districts for internships
- Continued work with Educational Testing Services (ETS, Princeton, NJ test writing)
- Professional development for accreditation workshops
- Working with the Council of Exceptional Children annual conference.

D. List other activities in which you plan to engage in order to improve your teaching.

- \*This bullets will depend highly on a budget. It is hoped that a budget will be provided to help me engage in the following:
- Research engagement
- Traveling, consultation, and collaboration with other institutions of higher learning and P-12 schools.
- Travel funds for recruitment with local and surrounding educational agencies
- Using student evaluation to improve instruction
- Do self assessment throughout the course of the year
- Attending workshops, seminars and institutes

## II. SCHOLARLY AND/OR ARTISTIC ACTIVITIES

A. List discipline or higher education organizations in which you hold membership

- Member, Teacher Education Advisory Council
- Counsel for Exceptional Children
- Personnel Committee
- Undergraduate Research Committee
- Task force, Education Committee, City Council (City of Jackson)
- Serve on the advising team for senior research papers/projects
- Founder's Day Activities for Tougaloo College
- Founding Member, Mississippi Chapter of Learning Disabilities (Est. 1984 – Gov. William Winters)
- Faculty Athletic Representative (NAIA)
- NCATE, National Board Member
- SACS, National Board Member
- Mississippi Association of Educators
- Kappa Delta Pi

B. List professional meetings, with dates, in your discipline that you plan to attend. Indicate with an asterisk (\*) any at which you will be a presenter. If you are an officer, or will be a moderator or group leader, indicate this with a double asterisk (\*\*).

**\*\*\*This will depend on funds. No funds were available in the past. However, I would like to attend and be funded to attend:**

- MEGA Conference in Biloxi, MS during the first week of June 2011.
- MECA Conference (Jan, 2011)

- NCATE Workshops - TBA
- Council for Exceptional Children Conference
- NCATE Trainers' Conference
- American Association of Colleges for Teacher Education Conference
- National Council for Children with Learning Disabilities Conference

**\*\*\*Please let me know if funds will be available so that I may make the necessary arrangements in a timely manner.**

D. Do you have any plans for research, an exhibition, or performance this academic year related to your discipline? If so, please list.

**Yes, see all of the above. Please let me know of any funding that is available.**

### **III. COMMUNITY SERVICE**

A. List community organizations to which you belong. Indicate with a check mark those organizations for which you hold office or serve on the board.

- Member, Alpha Kappa Alpha Sorority, Incorporated
- Member, Word and Worship
- Member Gary Road Intermediate PTA
- Collaborator and consultant for Kid's University
- Consultant, Kettering Foundation
- Educational Consultant, Liberia, Africa

B. Indicate other kinds of community service activities you plan to perform during the academic year. List the names of contact persons who can verify your involvement in the activities.

- Serve as a representative for Higher Education, Representative of : (a)Field Experience Supervisor (b) Education Representative for Tougaloo College
- Bailey Magnet High School, Mentor, Dr. Calvin Lockett
- Clark Atlanta University, Dissertation, Sara E. Coleman
- Judge Houston J. Patton, Justice Court Judge - Jackson, MS
- Dr. William Truly, Mayor/Doctor – Canton, MS

### **IV. FURTHER STUDY**

A. Do you plan to enroll in any institution for further study this academic year? If so, please state the name of the institution and the concentration/discipline of your studies.

- Yes, if funds are provided. Please get back with me on this.

B. If this study will be toward a degree, please indicate the degree expected by title and level, and indicate the expected date of completion.

- Would like a Masters in Business Administration if Tougaloo can provide funding.

## **V. MENTORING AND ADVISING**

A. Are you serving as an advisor this academic year? If yes, how many students are you officially advising?

- I am currently advising approximately 30 students in the department and approximately 40 students across all disciplines. I advise students whenever the need arises.

B. Are you a special mentor to any students this academic year? If yes, please explain by describing the nature of the mentorship.

- I am a mentor to all my students that I advise.

## **VI. OTHER RELATED PROFESSIONAL ACTIVITIES**

A. List any collaborative projects with other institutions, College sectors, academic units, etc., in which you currently participate or plan to participate.

**\*\*\*See all of the above**

B. Please include any projects recognized within your professional discipline in which you currently participate or plan to participate.

- Co-authored book; Curriculum and Education (Liberia, Africa)
- Worked with Mississippi Consortium of International Development
- P-12 Partnerships, Professional Development
- Early Education (Pre-Schools) Professional Development

Faculty Member's Signature

Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Printed Name

\_\_\_\_\_  
Title

---

Date

Revised 12/12/03  
CWA/Rph





**TOUGALOO COLLEGE**  
Division of Education, Supervision and Instruction  
**Tougaloo, MS 39174**  
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**Individual Professional Development Plan**

**ACADEMIC YEAR:** 2010-2011

**FACULTY MEMBER'S NAME:** Dr. Pamela Russ

**CURRENT RANK/TITLE:** Dean, Division of Education

**DISCIPLINE:** Education

**I. TEACHING**

A. List courses that you expect to teach during the academic year, providing course numbers, titles, and credit hours. Indicate courses new to the curriculum with an asterisk (\*).

EDU 214: Early Literacy	3 hrs
EDU 221: Introduction to Foundations of Education	3 hrs
EDU 313: An Integrative Approach to Literature Language and Communicative Arts, K-12	3 hrs
EDU 314: Social Science for Children	3 hrs

Describe any teaching/learning strategies that you plan to use, but have not used before.

Begin establishing a more nurturing learning community, in an effort to create a more structured and goal-oriented learning environment. Whereby, students have a stake both personally and intellectually as they develop academic goals and values needed to be successful as future educators. Utilize a problem-based learning approach that integrates crucial issues/topics in the field of education and requires students to actively participate, while working cooperatively to develop and demonstrate solutions to the problems.

B. What outcomes do you expect in terms of improving the quality of student learning and your teaching?

By setting clear, concise learning goals, objectives, and assessment measures for monitoring student's progress, the quality of student learning will improve.

Expected Outcomes:

Proficient in their subject matter knowledge

Passing the Praxis I test

Develop a five-step lesson plan  
Demonstrate best teaching practices  
Articulate and apply the READ model

C. List other activities in which you plan to engage in order to improve your teaching.

Infusing critical pedagogy activities in course syllabi that incorporates critical thinking with actual field experiences for students in real school settings. By using pertinent relevant research for improving classroom instruction through a collaborative action research approach will enhance my teaching.

## **II. SCHOLARLY AND/OR ARTISTIC ACTIVITIES**

A. List discipline or higher education organizations in which you hold membership.

Mississippi Association of Teacher Educators Council  
Mississippi Early Childhood Association  
Association for Supervision and Curriculum Development  
California Council for Social Studies

B. List professional meetings, with dates, in your discipline that you plan to attend. Indicate with an asterisk (\*) any at which you will be a presenter. If you are an officer, or will be a moderator or group leader, indicate this with a double asterisk (\*\*).

Mississippi Early Childhood Association Annual Conference. Jackson, MS. Oct. 7, 2010.  
Student Learning Outcomes Institute. Southern Education Foundation. San Antonio, TX. Jan. 20-22, 2011

\*National Association of African American Studies. 19<sup>th</sup> Annual National Conference. Baton Rouge. Louisiana. Feb. 14-19, 2011

\*One Voice International Conference and Forum for Educators. Louisiana. May, 2011

C. Please indicate the number of any special workshops or seminars related to your discipline, or to non-teaching responsibilities, you plan to attend. You may document these later by name, date, etc.

Will attend a minimum of 5-7 workshops, including webinar's.  
Serve Center's "Measuring Teacher Effectiveness"- Webinar  
Early Childhood Teacher Educators meeting. Jackson, MS Oct. 7, 2010  
QEP 2<sup>nd</sup> Annual Workshop for Deans and Department Chairs. Oct. 29, 2010

D. Do you have any plans for research, an exhibition, or performance this academic year related to your discipline? If so, please list.

Developing and enhancing the skills and knowledge of faculty and staff in the division, by creating a common culture of expectations around the use of those skills and knowledge,

holding the various pieces of the unit together in a productive collegial relationship with each other, and holding individuals accountable for their contributions to the Division of Education.

Working collaboratively with Homeland Security Curriculum Development Task force, conduct research and curriculum planning for developing a Homeland Security bachelors degree program.

E. List and describe any proposals you have developed, as well as any proposals for which you assisted in the development. Indicate any that have been funded and the amount(s).

Math/ Science Internship program

Prospectus for Tougaloo College Visual Performing Arts School. 7<sup>th</sup>- 12 grade

Early Childhood Development Training and Lab school

Post- Baccalaureate Homeland Security Surface Transportation Certificate

Division of Education Teacher Recruitment and Retention Program

### **III. COMMUNITY SERVICE**

A. List community organizations to which you belong. Indicate with a check mark those organizations for which you hold office or serve on the board.

N/A

B. Indicate other kinds of community service activities you plan to perform during the academic year. List the names of contact persons who can verify your involvement in the activities.

Foster and cultivate relationships/partnerships with institutions, businesses, schools (K-14) and the community to promote the Division of Education and address the teacher shortage crisis at the local, state and national levels.

### **IV. FURTHER STUDY**

A. Do you plan to enroll in any institution for further study this academic year? If so, please state the name of the institution and the concentration/discipline of your studies.

N/A

B. If this study will be toward a degree, please indicate the degree expected by title and level, and indicate the expected date of completion.

N/A

## **V. MENTORING AND ADVISING**

A. Are you serving as an advisor this academic year? If yes, how many students are you officially advising?

Yes, I have an open door policy, for advising in order to meet the needs of students.

B. Are you a special mentor to any students this academic year? If yes, please explain by describing the nature of the mentorship.

I am mentoring all of our fourth and fifth year students, by working with them on an individual basis to complete their degree and career choices and opportunities.

## **VI. OTHER RELATED PROFESSIONAL ACTIVITIES**

A. List any collaborative projects with other institutions, College sectors, academic units, etc., in which you currently participate or plan to participate.

Teacher Preparation Programs, Dillard University.

Please include any projects recognized within your professional discipline in which you currently participate or plan to participate.

Developing a Post-Baccalaureate Child Development Certificate in collaboration with Mississippi Friends of Children, Inc.  
Development of a consortium, representing Mississippi HBCU's College/Division of Education, focusing on research, student achievement and best teaching practices relative to the African American students

### **Comments/Suggestions/Amendments**

\_\_\_\_\_  
Faculty Member's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date