6.1 Unit Governance and Resources

How do the unit’s governance system and resources contribute to adequately preparing candidates to meet professional, state, and institutional standards?

All teacher education programs at Williams Baptist College are under the guidance of the Williams Teacher Education Program (WTEP) Council and the mandated guidelines of the Arkansas Department of Education. Six academic departments – Art, Education (Early Childhood and Middle Level), English, Health & Physical Education, History, and Music – have teacher education programs leading to eight areas of certification. The Chair of the Education Department provides leadership for the WTEP. As Unit Head, he oversees the development and direction of WBC’s teacher preparation programs. He plans and conducts all student intern seminars and acts as liaison between WBC and the public schools in which our education students and teacher candidates complete observations and student internship assignments. He oversees the Education Coordinator, who is responsible for arranging most field experiences and majority of student internship placements. The Unit Head also sponsors the student-led campus education group, Williams Educators Organization (WEO). Each department is responsible for the placement in public schools of their student interns. Communication is then established between the Unit and the schools, including principals and cooperating teachers. Evaluations are submitted to the Education Coordinator who then disperses them to the respective departments and supervisors. The WTEP Council is comprised of faculty representatives from the academic departments directly involved in teacher preparation, the Academic Dean, and the Education Coordinator. The WTEP Council meets at least once a semester or more often, as compelled by circumstances.

Although the WTEP is maintained by education faculty, cooperation between faculty and administration is essential to the internal functioning and effortless operation within the Unit, effectuated by a system of mutual decision-making. This structure is consistent with WBC’s mission of shared governance and collaborative procedures to ensure high-quality and accessible teacher education programs. All non-state-mandated changes, curricular revisions, and policy modifications in all teacher education preparation programs must follow a prescribed process for approval. Once an academic department has necessitated a change or modification, this revision must be presented to the Division Chair and the Academic Dean for review and, if approved, submit it to the WTEP Council. The WTEP Council members discuss the pending revision and vote to endorse the revision. The proposed revision must then be approved by the Academic Affairs Committee and then by the faculty of the institution. If approved, the revision or modification can be implemented by the department. If there are major changes or in extreme circumstances, the Board of Trustees must have the final say in approving the change. Otherwise, the process ends with the faculty.

WBC workload policies and practices enable personnel to effectively manage their duties of teaching, advising, scholarship, service, and P-12 collaboration. The official teaching load for full-time faculty is twenty-seven to twenty-eight semester hours per academic year, excluding summer school. The departments have the authority to adjust faculty assignments according to
enrollments, discipline needs, and resources. Faculty who are also supervisors for student interns have a reduced teaching load. Furthermore, each faculty member is expected to devote a minimum of ten hours per week for office hours, allowing time for consultation with students and colleagues. The Unit also utilizes the assistance of several adjunct instructors, all current or former teachers and/or principals.

The WTEP budget adequately covers the expenses mandatory for the effective operations of the department. Not only does the budget cover basic expenses, i.e. office supplies, but part of the budget is also allocated for learning resources, enabling faculty to purchase books and materials that will enhance their teaching methods. Faculty members are also able to use a portion of the budget to pay professional membership dues. In addition, faculty development funds are budgeted each year through the institution and made available to faculty members to offset the costs of attending professional meetings.

The Education Department is housed in the Sloan Center for Science and Professional Studies. The Sloan Center is a multipurpose building which, too, is home to the Psychology and Natural Sciences Departments, including faculty offices for each of the aforementioned departments, as well as the Computer Services Department. Also housed in the Sloan Center is the Education Suite consisting of offices for the Education Department Chair, the Education Coordinator, and other early childhood and middle level faculty. The Education Suite contains a food pantry of food items collected by various campus and community groups. This food is used to supplement the Food for Kids Backpack Program in local school districts, meeting the needs of P-12 students and epitomizing our Conceptual Framework of communicating, integrating, and caring. The Sloan Center is also host to professional development for local P-12 school districts, thus keeping WBC and the WTEP accessible to public school educators. This building also accommodates a computer lab, media center, education curriculum lab, counseling center, lecture hall, science labs, classrooms, conference room, and a greenhouse. The computer lab has 34 PCs and a printer for students’ use. The media center contains a copier, laminator, industrial sized shredder, paper cutter, comb-binding machine, and a die-cutting system for use by students. The media center also holds a small video library for the benefit of faculty, as well as a HD camcorder which may be checked out by departments. The education curriculum lab is a repository for award winning early childhood and adolescent books, as well as periodicals and other printed material relative to education. The state award winning books, specifically the Charlie Mae Simon, Arkansas Diamond Award, and Coretta Scott King books, are purchased with funds from the Education Department budget, and donations of other materials are periodically received. The Sloan Center also accommodates seven smart classrooms (PC and projector), with two SMART Board interactive whiteboards and two document cameras in classrooms utilized by education faculty. Wifi is available throughout the entire building.

The Maddox Fine Arts building houses the Art, English, History, and Music Departments, as well as the Business and Christian Ministries Departments, including faculty offices for each of these departments. The Maddox Fine Arts building contains six smart classrooms (PC and projector) and a computer lab with 24 PCs. The building also holds two art studios, an art gallery, a choral hall, a music theory classroom, and a suite of music rehearsal rooms. There is also a copier located in the building for use by faculty.
The Health and Physical Education Department is located in the Southerland-Mabee Center. Two smart classrooms (PC and projector) can be found in the SMC, which also accommodates a small computer lab with four PCs. Since this building is home to the PE program, it contains a gymnasium, a weight room, racquetball courts, and a jogging/walking track. Each of these buildings mentioned also has wireless internet access. Recent renovations have been made to the Rose Room, which is used as a hospitality room during events and which is also used to often accommodate Directed Student Teaching seminars.

In addition to the SMC, the campus of Williams Baptist College includes Shell Field for the WBC baseball team; Sloan Tennis Courts, which are utilized by PE activity courses, as well as by the Lawrence County School District; a softball field for the WBC women’s softball team, who won AMC conference title and advanced to the NAIA national tournament during the 2011-2012 season; a soccer field for use by the WBC men’s and newly formed women’s teams. Most of these facilities are used by the Health and Physical Education Department in their Theory and Practice courses.

A profusion of resources in the Felix Goodson Library are made readily available to all faculty, staff, and students. The library has an extensive database collection, which can be easily accessed from students’ homes or dorm rooms.

Southerland, Shell, Wilson, and Cash Halls, the women’s and men’s residence halls, have high speed internet with two Ethernet ports in every room. Nicholas Hall and Butler Hall, the most recent additions, have access to wireless internet. Students also have access to computers and high speed internet in the Felix Goodson Library.

The Mabee-Gwinup Cafeteria is comprised of not only the dining hall, but also two meeting rooms, the Moody Dining Room and the Harty-Missouri Room. These two rooms are used to host the WTEP Directed Student Teaching seminars, which include speakers from the Arkansas Department of Education, as well as administrators from local public schools. The Harty-Missouri Room is also utilized by WTEP students and faculty to facilitate meetings regarding the WBC High School Tournament.

Williams Baptist College utilizes online services allowing students access to resources and facilitating communication between students and faculty/staff. Moodle is an online tool employed by instructors to publish messages, assignments, and grades for their courses. Each education student creates an electronic portfolio, or Wiki, which is begun in ED2203 Introduction to Teaching and culminated during student teaching, showcasing evidence of collaboration, evidence of family involvement, and both student and teacher work samples. Online student portals are created where each student can use a unique password to view personal documents, such as accounts, transcripts, and final grades. Also, resources benefiting both prospective and current students are available on the WBC website, www.williamsbaptistcollege.com.