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College of Education Curriculum and Program Committee Meeting : 2004 : 09 : 24

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Curriculum and Program Committee
Minutes
September 24, 2004
COQ 220, 2 pm

Members Present: Steve Ritch, Cynthia Leung, Marilyn Bartlett, Judy Wilkerson,
Andy Reeves, Jennefer Khattabi
Members Absent: Lynnette Fields, Justine Schultz, Bonnie Braun
Guests: Scott Waring

Minutes

1. Review and approval of minutes from April 28, 2004

In reference to agenda item four from the April 2004 minutes, Dr. Reeves asked if faculty had agreed to go along with the electronic portfolio format; he also believed there were alternatives to the electronic assessment systems. Dr. Wilkerson suggested that we let the assessment drive the technology, considering how we'd like to assess the candidates and use that data to select an appropriate system. Dr. Leung noted that the faculty had been asked to review several different systems and make a recommendation to the Committee since the electronic portfolio was for the purpose of meeting NCATE requirements

In reference to agenda item three, Dr. Wilkerson said it could work better to determine what tasks we need to use and then to build the matrices based on this information. Dr. Ritch posed a question regarding the Committee's role in developing and reviewing relevant competencies.

2. Report to/from College Council

The College Council met on September 13, 2004. A significant part of this meeting was to discuss existing standing committees in the COE. The Promotion and Tenure Committee currently does not have the ability to review mid-tenure candidates. An amendment is being drafted by the Dean to remedy this. At this meeting it was also suggested that the minutes from the each meeting be posted in a central location. Dr. Bartlett suggested using Blackboard with the College Council as the "head" and the remaining committees in sub sections. Dr. Ritch pointed out that the C&P Committee minutes are posted to College's website and that others could post there as well. Chairs from each committee should report to the College Council about committee work. However, in the case of the Curriculum and Program Committee, Dr. Leung will serve as liaison because she is a member of the Council.

The Curriculum and Program Committee has been asked to reconsider the make up of its membership, set up bylaws and develop procedures for maintaining and documenting activities. The Curriculum and Program Committee is not in compliance with the membership standards (number of ex-officio members) set forth in the constitution. Either an amendment must be drafted or the membership must be changed to reflect the wording of the constitution.

After extensive discussion regarding membership, the Committee's voting members unanimously voting to forward the following amendment to the College Council:

1. Curriculum and Program Committee. The purpose of this committee is to oversee the review and development of undergraduate and graduate academic programs, approve new and/or revised courses, and submit recommendations to the Council and Campus Graduate and Undergraduate Council for final approval before sending to the Florida Department of education. *Five faculty members will constitute this committee along with ex officio members as recommended by the Committee, with a minimum of two, one from ESOL and one from academic advising. (Italics indicate revision.)*

Moved by Marilyn Bartlett, Seconded by Cynthia Leung.

The College Constitution states that the College Council determines the structure and composition of all Standing Committees. So will recommendations for number of ex officio members be made by the C & P Committee or by College Council? The C & P Committee would like to make recommendations about ex officio committee membership (make nominations) to the College Council.

The C & P Committee would like clarification on the review and approval process after recommendations are made by the committee. Does the dean have to approve the program for it be sent to DOE? Is there a university-wide committee to act on recommendations? Where does it go from there? This is a sleeping dog issue. The committee feels that the campus should remain its own entity and approval should not need to go beyond the campus, so we don't want to draw too much attention to the process after campus-wide approval. The Committee thinks program recommendations should be sent directly to the DOE without approval from Tampa.

There are so many layers of approval. The role of the C & P Committee should be to oversee that the programs are developed following appropriate criteria.

Scott, since he is web master should be invited to be an ex officio member.

Finally, from p. 9 of the constitution, "**5.1.5. – Standing Committees:** The College shall have Standing Committees. These committees serve as study, review and recommendation bodies to the College Council and the Dean." The C & P Committee has questions about how this process works. Do the Dean and College Council act as one body or is the Dean's decision separate, which would mean that the Dean can veto recommendations, etc.

3. Future Meetings

Future Meetings have been scheduled for: October 15, 2004 - 2pm
November 19, 2004 - 2pm
December 14, 2004 10am

4. Appointment of Assistant Chair

Dr. Bartlett was nominated for the position of Assistant Chair for the Curriculum and Program Committee. She was elected unanimously.

5. IMC Collection Policy

Dr. Wilkerson suggested that we try to get copies of all instructional material used in Pinellas County and other districts such as Pasco. Dr. Bartlett will bring this up at her meeting with the School District. Dr. Ritch said he would invite the University Media Collection Representative to the next Curriculum and Program Committee meeting.

6. Syllabus Checklist

Professor Khattabi wondered where our version of the syllabus checklist originated and what criteria were used to design it. Dr. Wilkerson said the work we do for accreditation and program approval should all be constructed and reviewed with three questions or criteria in mind: 1. Is it something we have to? 2. Is it something we want to do? 3. Is anything missing? The checklist may have some things we have to do missing (like required assessments), some things we do not have to do (like exams). It should be reviewed against the Basic Syllabus, and the purpose and implementation procedures need to be clarified.

7. Open Agenda/Good of the Order

No additional business was brought to the table.

8. Adjournment

Meeting adjourned at 3:58pm.