College of Education: Curriculum and Program Committee

College of Education: Committees

10-15-2004

College of Education Curriculum and Program Committee Meeting : 2004 : 10 : 15

University of South Florida St. Petersburg. College of Education. Curriculum and Program Committee.

Follow this and additional works at: https://scholarcommons.usf.edu/coe_curriculum_program_committee

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

Minutes
1. Review of minutes from September 24, 2004
   Minutes reviewed and approved

2. IMC Collection Policy
   Mr. Notaro explained that the collection policy for instructional materials is currently a work in progress. He gave a brief history of the IMC at USF St. Petersburg, and asked for help in developing a policy that would lend itself to the COE faculty and staff. Dr. Ritch suggested locating the Sunshine State Standards for IMC collections and compiling a list of texts deemed necessary by faculty. He also recommended that a "sub-committee" review the collection policy and present Mr. Notaro with some feedback for improvement. Dr. Reeves stated that a list of all instructional materials used in Pinellas County would be useful in developing our own collection. Drs. Ritch and Bartlett agreed that the current policy should be submitted to the entire faculty via email for suggestions. Dr. Bartlett agreed to coordinate the effort.

3. Report to/from College Council
   According to the report if any standing committees, including the Curriculum and Program Committee, needed more than two ex officio members they would be deemed *College Council designees* and assigned as needed. This will be the procedure once the College Council creates by-laws.
   Regarding e-portfolios, Dr. Reeves was under the impression that these assessment tools were only to be used for candidate assessment and not program assessment as mentioned in the report. Professor Khattabi understood that the e-portfolios would be used to assess candidates, but that the aggregated data from these assessments would be used to assess particular programs.

4. Arts & Sciences Course Proposal Form
   Dr. Ritch directed everyone to the College of Arts & Sciences homepage to find their new course proposal form. In an emailed response from Dr. David Carr, a history professor in the College of Arts & Sciences, it was determined that proposed new courses for the CAS must pass six "steps" where signatures are required before it is moved along to Tampa.

5. Course Sequencing

   Dr. Reeves asked whether or not there was a generic lesson plan for the individual programs, and said that each professor should be given a list of pre-requisites for the courses they are teaching. Professor Khattabi mentioned that some of her students where taking courses before they have had the proper pre-requisites. Dr. Bartlett inquired about the computer system that allowed these students to register for courses "over their heads". She proposed having the online registration system fixed with "flags" that would not allow the student to register if he/she has not taken the pre-requisite courses. Jennefer Khattabi also recognized that it is important to retain flexibility within the programs. Balance between these two important goals is essential to our success. Dr. Ritch suggested that faculty should identify sequencing for their programs and recommended this topic for discussion at the next faculty meeting.

6. Monitoring Questionable Professional Behavior

   Dr. Reeves posed the question: "How do you deal with candidates who display questionable behavior before they reach the classroom?" He said there should be a way to approach candidates outside of the classroom to discuss their behavior before it can become a problem. Dr. Bartlett suggested implementing checkpoints, called "gateways", where the candidate meets with a team of faculty members to discuss an appropriate professional disposition. She also mentioned that the entry level "gateway" should include character references from the candidates' co-workers and/or superior. Dr. Reeves added that this entry level checkpoint also have recommendations on content knowledge. Dr. Ritch said that the students should be counseled and that an appropriate record be created about observed questionable behavior prior to reaching the "gateway".

7. Open Forum/Good of the Order

8. Adjournment
   Meeting adjourned at 4:10pm

Respectfully recorded,

Leonard Roberts, II
Senior Secretary