



11-2-2005

College of Education Curriculum and Program Committee Meeting : 2005 : 11 : 02

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

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**USF St. Petersburg
Curriculum and Program
Minutes of November 2, 2005**

Members Present: Andy Reeves, Juanita Fountain, Mark Koorland, Marilyn Bartlett, Bonnie Braun

Members Absent:

Ex Officio Members Present: Jennefer Khattabi

Guests: Tom Peacock, Steve Micklo, Associate Dean

I. Call to Order

Chair, Marilyn Bartlett called the meeting to order.

II. New Business

- A. Election of vice-chair and liaison to College Council.** Vice-chair assumes responsibility for maintaining records of all meetings. Liaison attends College Council meetings to report on the work of the committee. According to the College Constitution, this liaison cannot be either the vice-chair or the chair of the committee. Bonnie Braun was elected vice-chair and Juanita Fountain was elected liaison.
- B. Ed Leadership Candidate Learning Outcomes.** Tom Peacock presented the Candidate Learning Outcomes which the Ed Leadership program developed to correspond to the college Student Learning Outcomes. After brief discussion Mark Koorland moved to endorse the CLOs. Bonnie Braun seconded the motion. Motion was approved.
- C. Student Appeals Committee Forms and Processes.** Steve Micklo presented the form that the Appeals Committee had developed for the Appeals Process. Committee discussed issue of what can be appealed and recommended that another step be included on the form: What steps had student taken, if any, to resolve the issue prior to coming to the Appeals Committee. Andy Reeves moved that the committee approve this form with the pending additional step. Mark Koorland seconded the motion. Motion was approved.
- D. Procedures and Processes for C & P.** Committee discussion regarding way of work. Important to maintain a paper trail for purposes of SACS, NCATE, DOE, USFSP and USF. Committee recommended that for purposes of course substitution within programs, that a petition be brought to this committee with a rationale and other supporting documents. Marilyn Bartlett will look at current forms of committee and if need be create a new template form for this purpose. Marilyn will bring this back to next committee meeting.

III. Old Business

- A. College Council Report.** None

IV. Future Meetings

- A. Fall Meetings:** November 30, 2005 and December 14, 2005
- B. Spring Meetings:** Will be set at November meeting.

V. Adjournment

Andy Reeves moved to adjourn the meeting. Mark Koorland seconded the motion. Motion passed. Meeting adjourned

| MOTIONS | APPROVAL STATUS |
|---|--|
| Move to elect Bonnie Braun vice-chair of Curriculum and Program Committee | <ul style="list-style-type: none"> • Andy Reeves made the motion. • Mark Koorland seconded the motion. • Motion carried unanimously |
| Motion to elect Juanita Fountain Liaison to College Council | <ul style="list-style-type: none"> • Andy Reeves made the motion. • Mark Koorland seconded the motion. • Motion carried unanimously |

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| Motion to approve Ed Leadership CLOs. | <ul style="list-style-type: none"> • Mark Koorland made the motion. • Bonnie Braun seconded • Motion carried unanimously |
| Motion to approve Appeals Committee form and process. | <ul style="list-style-type: none"> • Andy Reeves made the motion. • Mark Koorland seconded • Motion carried unanimously |
| Motion to adjourn the meeting. | <ul style="list-style-type: none"> • Andy Reeves made the motion. • Mark Koorland seconded • Motion carried unanimously |

| ACTIONS (FOLLOW UP) | PERSON(S) RESPONSIBLE | DEADLINE (if any) |
|--|------------------------------|--------------------------|
| Develop a form/template for course substitutions within programs | Marilyn Bartlett | November meeting. |
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