



12-5-2003

## College of Education Curriculum and Program Committee Meeting : 2003 : 12 : 05

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

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**Curriculum Program Committee  
Minutes from 12/5/03**

Members Present: Cynthia Leung, Lynette Fields, Bonnie Braun, Brett Jones,  
Kim Stoddard, Steve Ritch, Jennefer Khattabi, Justine Schultz  
Guests: Vivian Fueyo, Steve Micklo

**Agenda**

1. Discussion on responsibilities of committee  
Syllabus format Other issues - Vivian
2. Presentation on English Education program – Eve K.
3. Select meeting dates for spring semester
4. Review and approval of minutes from 10/3/03
5. Update on forms for approval of new courses/programs etc
6. Update on Education Leadership program – Lynette F.
7. Update on Special Education programs – Bonnie B. & Kim S.
8. Open agenda

**Minutes**

1. Discussion on responsibilities of committee  
Syllabus format? Other issues - Vivian

Dean Fueyo provided background information on NCATE and SACS accreditation and asked for assistance in setting up a continuous assessment process for evaluating individual student growth and evaluation of programs.

Dean Fueyo asked for feedback on a Syllabus checklist. The checklist was given to each member of the committee for their review. This checklist would ensure that all syllabi have the needed components as required by the university and would assist consistency across the college. It was decided that by Feb. 6<sup>th</sup> a matrix would be created for each degree program which would indicate in which courses the AP and ESOL competencies are being met.

The following programs were listed as needing matrices and the individual who will take responsibility for ensuring that the matrices are complete was decided and noted below:

Undergraduate Programs

BA in VE – Kim S.  
BA in Elem. Educ. – Cynthia L.  
BA in Engl. Educ. – Jennefer K.

Graduate Programs

MAT in VE – Kim S.	MA in Rdg. – Cynthia L.
MA in VE – Kim S.	MA in Lang. Arts – Cynthia L.
M. Ed. Ed. Leadership – Lynette F.	Dual Track in Elem.Ed. – Cynthia L.

Brett Jones agreed to create a template for the matrices.

In addition, a discussion followed regarding membership on the Curriculum Program Policy committee and the need for representation from all programs in the various program issues that will arise on this committee. The committee organized the structure for organization and dissemination of information through the following 7 subgroups:

Educational Leadership  
Special Education  
Childhood Education (Reading/Literacy)  
Secondary Education (ESOL, Math, Science, Social Studies, English)  
Measurement/Technology  
Psychological/Social Foundations  
Undergraduate Leadership Studies

Bonnie proposed and Lynette seconded that Scot Waring (representing the website) and Skip Marshall (representing measurement /technology) be invited to join the committee to ensure adequate communication for all members of the faculty. The vote was unanimously approved.

Steve proposed and Cynthia seconded that all members of the committee be voting members. The vote was unanimously approved.

Kim will take this request to College Council.

Justine also presented a change in organizational structure in the advising office. She is the coordinator for the College of Education in all advising that relates to the advising office. She asked that all programs notify her office for any changes in program that will impact students and their course of study.

Further discussion on the assessment process was held and all members agreed that the assessment process is a monumental task that can not be completed by the Curriculum Program Committee. In addition, the committee unanimously supports the assistance of electronic support for such a task to be completed.

Lynette Field moved and Brett Jones seconded that a Live Text demonstration which provides such electronic support be brought to the campus for possible implementation. A brief discussion followed and the group voted unanimously in favor of the proposal. Kim will write a letter to Dean Fueyo requesting a Live Text demonstration.

## 2. Presentation on English Education program – Steve M.

Steve Micklo provided background on Eve's work to increase enrollment in English Education. Based on the results of student and school district surveys an English Education undergraduate and graduate program will be offered on the St. Petersburg campus. These are not new programs so no approval of courses are needed. There was some discussion and clarification needed on which courses the graduate and undergraduate students will take simultaneously. Steve reported that he will get clarification on this issue. Steve also noted that Eve should be commended for her efforts toward increasing enrollment in the English Education program.

## 3. Select meeting dates for spring semester.

It was decided that the committee will meet on the second Wednesday of every month at 8:30 in Coq. 224. The only change is that in March, the committee will meet on the third Wednesday to accommodate the spring break schedule. The last committee meeting date will be April 14<sup>th</sup> due to the summer schedule.

## 4. Review and approval of minutes from 10/3/03

The minutes from 10/3/03 were reviewed and the following corrections noted. Lynette Fields was in attendance on 10/3/03 although her name was not listed and the incorrect spelling of Jennefer Khattabi's name was corrected.

## 5. Update on forms for approval of new courses/programs etc

The final copies of the approval course forms were distributed for committee members review. Kim stated that the web master now has the forms and will be formatting the forms for use on the website.

Additional agenda items tabled until the next scheduled meeting on Jan. 14<sup>th</sup> 2004 in Coq. 224

## 6. Update on Education Leadership program – Lynette F.

## 7. Update on Special Education programs – Bonnie B. & Kim S.

Meeting was adjourned at 10:36 am.

