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College of Education Curriculum and Program Committee Meeting : 2004 : 03 : 24

University of South Florida St. Petersburg. College of Education. Curriculum and Program
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Curriculum Program Committee
Minutes from 3/24/04

Members Present: Brett Jones, Cynthia Leung, Kim Stoddard, Bonnie Braun, Xenia Hadjioannou (for Jennefer Khattabi)
Members Absent: Lynette Fields, Steve Ritch
Guests: Scott Waring

Minutes

1. Minutes from 2/25/04 meeting reviewed and approved

2. Report to/from College Council

The College Council will have its next meeting on Thursday, April 1, 2004. Elections will be held at this meeting, please direct any further questions to Dr. Gayle-Evans.

3. Status of matrices of AP and ESOL competencies

Drs. Leung and Hewitt have been going over “primary assignment” examples from several programs. They are reviewing the assignments to ensure that they cover the accomplished practices they are supposed to and making sure the course instructor is not attempting to encompass everything with one course. Dr. Hadjioannou agreed that syllabi should reflect what is actually being taught in the classroom. It was suggested that someone check with Dr. Micklo to see what programs are getting their initial certification.

Dean Fueyo asked for volunteers from the Curriculum and Program committee to serve on a subcommittee with the Conceptual Framework committee to align the competencies with the accomplished practices.

4. Review of assessment systems

We are conducting an ongoing search for a tool that will allow students to create and manage online portfolios. This tool should also be easy for novice students and professors to navigate. The main purpose for this system is to aid students in meeting all accomplished practices. Dr. Waring mentioned that the cost to students for Live Text would be very expensive and may detour some. Chalk & Wire seems to be more flexible and much more cost effective. It was suggested that we contact other universities using Chalk & Wire and get their feedback before moving ahead. A question was raised on the process for selecting the assessment system. It was suggested that these questions be taken to administrative council.

5. Update on website for approval of new courses/programs

The approval forms should be converted from word files to “.PDF” before they are placed on the site for use by the faculty. It was suggested that each committee have a small site linked to the larger COE website where minutes from the various meetings can be posted. It was also suggested that Steve Micklo be contacted to determine what SACS will expect to be on the website during the review.

Further discussion was held on the need for the USFSP Form 3A Basic Syllabus and the Syllabus checklist. It was decided that the USFSP Form 3A Basic Syllabus should be included in the forms for new courses/programs and the Syllabus Checklist should be mentioned in Administrative Council to determine where it will be disseminated.

6. Program Updates. Steve Ritch may present at the next meeting

7. Grades and Academic Standards. A discussion was held on the policy in the graduate handbook regarding a grade of C in a graduate class and who is monitoring the process. It was decided that a letter would be sent to Dean Fueyo requesting that this issue be addressed.

Meeting was adjourned at 11:48 am.

Next meeting scheduled for April 28th in Coq 231 at 11:00 am.