
College Council Meeting Minutes

College of Education (COE)

11-16-2007

College of Education Council Meeting : 2007 : 11 : 16

University of South Florida St. Petersburg. College of Education. College Council

Vivian Fueyo

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**College of Education
College Council Meeting Minutes
November 16, 2007**

Meeting called to order @ 1:08p by Council Chair, Lang.

- I. **Recognition of Members and Substitutes:** Drs. Lang, Braun, Butler, Michael, Senokossoff, and Leung; , Dean Fueyo (Ex Officio)
- II. **Recognition of Guests:** Drs. Unal & Johnson
- III. **Approval of meeting agenda:**
- IV. **Approval of Minutes:**
- V. **Business Items for Discussion or Information**
 - A. Status of Faculty Awards: process for 2007-2008 awards has not been decided; 2006-2007 awards will be announced during the Spring 2008 Faculty and Staff Awards Ceremony.
 - B. Questions Put Forward for Discussion or Information:
 1. Location of Council Records: There was discussion about finding a central location for files of each committee so that they could be accessed as needed. Chair Lang stated that such a space will be identified by January 2008; Joy Clark is assisting him with this matter.
 2. ESOL Course Number: Senokossoff brought information to Council for discussion and approval (see attached); Motion made by Michael and seconded by Braun. Council approved this change unanimously.

It was also announced that the permanent course numbers for the mathematics program were approved.
 3. Vice Chancellor Search- Michael and Butler: The search committee has identified a strong group candidates and is narrowing candidates.

Chancellor Update- Johnson: Dr. White withdrew her candidacy for the University of Louisiana Lafayette presidency.
 - C. Senate and Campus Committee Reports:

School Community Partnership- Senokossoff: Partnership Committee has not met since October but plans are in place for work with Pinellas County Urban League. We will be judging the essays for the Black History Month Essay Contest on February 8, 2008 from 9:00-1:00 on campus. Since date was moved from Saturday to Friday, the response from faculty willing to participate has been wonderful. Currently there are 12 volunteers and anyone else who would like to join is welcome.

Curriculum and Program Committee- Senokossoff (see handout): The Curriculum and Programs Committee met on November 15, 2007 to review their charge and review two syllabi that are being submitted for changes. The courses are RED 5246: Foundations of Differentiated Reading Instruction and EDG 4909: ESOL Practicum. RED 5246 will be offered with the M.A.T. in Special Education. EDG 4909 is currently being offered with undergraduate Elementary Education Program. The changes in both courses were accepted.

Bonnie Braun also came to the meeting to share information about posting new courses and substantial course changes on our web site for Tampa to view and also watching Tampa's web site for any changes that they are proposing in courses or programs that we offer. Each member agreed to monitor the web site weekly for a month period. For 2008-09, USF St. Pete will have its own graduate catalog.

Promotion and Tenure Committee- Leung: November 14 was the deadline for candidates to submit promotion and tenure material. Both candidates have submitted their material.

Senate Report- Johnson: Library will archive all things from Faculty Senate. There was a vote to change membership. Council will have two representatives from each college and committees will have one representative.

D. Dean's Forum: Produced as a separate attachment.

Old Business

Initial Program Approval Folio. Michael, Senokossoff, Rasch, Unal, the folio team, and I, as head of unit, have completed the requested DOE revisions to our Initial Program Approval Folio. Our folio was submitted before DOE had completed the rubric the DOE reviewers used to review all new folios. As a result, DOE has asked us to revise and resubmit the folio to include a Florida Reading Endorsement Matrix that aligns our course offerings with the competencies in the matrix. The other changes DOE requested were minor, and the revised folio will be sent to DOE by early next week. DOE has agreed to review the revised folio before the next review cycle, consistent with our goal of admitting students into this new dual major program in 2008.

Summer School. Summer school funding comes from a budget that is distinct from the budget allocated to colleges during the nine-month academic year. Summer budgets are based on previous years' summer school enrollments. These funds are distributed to each of the colleges around March of the academic year. In the College of Education, we handle the staffing and scheduling of summer school classes the same way every year. The summer school schedule is based on the projected two year cycle of classes from each of the College's programs. Summer school classes are scheduled according to the deadlines set by the university calendar. Once the summer budget is allocated to the College, faculty is assigned to teach the classes that have

been scheduled. As in the past, full time faculty has priority during summer school, and we follow carefully the UFF guidelines for the assignment of faculty to summer school teaching.

Associate Dean's Responsibilities. The major responsibilities of the associate dean in the College of Education are to support the Dean of the College in offering quality programs and supporting faculty in their roles as teachers and scholars. These responsibilities include scheduling and staffing of classes; supervision, evaluation, and training of adjunct faculty; enrollment management of graduate programs; and faculty professional development and mentoring. Once Don Cunningham arrives, I plan to sit down with him to discuss the current College of Education priorities for the role of associate dean and to solicit from him ideas and suggestions on his role as associate dean. There will also be opportunities to discuss these plans with college faculty.

E. COE Social Opportunity for Holiday Gathering: December 14th, Potluck Party at the home of Dr. Reeves. This will also serve as a retirement party for Dr. Micklo.

F. Announcements

- a. Saturday Morning Classes- Michael: Foundations class is now online; suggestion was made to not have too many meetings on Monday mornings out of respect for instructors who teach on Saturdays.
- b. CDN Reminders- Braun: Fueyo requested that Braun draft language to use as a reminder that instructors can share with students.

VI. Business Items for Action:

A. None

Meeting adjourned @ 2:36p