
College Council Meeting Minutes

College of Education (COE)

5-2-2006

College of Education Council Meeting : 2006 : 05 : 02

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

Vivian Fueyo

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College of Education Council Minutes of May 2, 2006

Members Present: Brie L. Reck, Chairperson; Marilyn J. Bartlett, Vice-Chairperson; Guda Gayle-Evans; Cynthia Leung, Bonnie Braun

Ex Officio Members Present: Dean Vivian Fueyo, Associate Dean Joyce Nutta, Kim Stoddard (Faculty Senate Representative)

Absent:; Juanita Fountain

Guest:

I. Call to Order: Dr. Reck called the meeting to order at 12:05 pm.

II. Review and approval of the meeting minutes:

Dr. **Braun moved** that the March Minutes, which had received electronic approval, be officially approved. Dr. Bartlett seconded the motion. There was no discussion and the motion carried unanimously.

The Dean thanked all members who served this **year elaborate** on who..

III. Dean's report

The Dean requested input for Joyce to coordinate the Faculty Workshop on June 16th. The Council suggested that the Folio Coordinators, the Assessment committee as well as Dr. Braun, Dr. Gayle-Evans and Dr. Reeves assist Dr. Nutta. In addition, Dr. Nutta will solicit via email other interested faculty members for this June 16th meeting.

Action item: Joyce email faculty

There is a site for Faculty Recognitions. The Dean asked how we could solicit faculty accomplishments in the most expeditious manner. The Council suggested that the information be taken from our annual CV submission. Dr. Reck also suggested that faculty also be encouraged to submit publications as they are published. Dr. Leung recommended there be a link from the title to a place where the Abstract is located. An office person needs to be identified to whom our CV can be sent. Dr. Leung, chair of the Research Council, should really check the format to ascertain that all APA formatting is correct.

Old Business

- Update on the faculty searches: 1) an offer has been made to Dr. Malcolm Butler, and he has accepted the position in Science Education.

New Business

- June 2006 meeting to plan the COE's response to the Florida Department of Education's rule changes.

Timeline of our Work on the Curriculum Revisions and the DOE folios

- 2002-2004 Legislative mandate to seek separate accreditation and operate autonomously without curricular autonomy
- 2004 Delegation of Authority from USF Tampa to USF St. Petersburg
- 2004-2005 Development of the Conceptual Framework, including the three conceptual strands and the Student Learning Outcomes
- 2004-2006 Development of a college wide assessment system correlated with the Student Learning Outcomes and the Florida Educator Accomplished Practices
- 2005-2006
 - a) Pilot year for the college-wide assessment system
 - b) Development of Initial Program Approval Folios tied to the new assessment system and existing DOE guide lines
- 2006
 - a) DOE program approval guide lines change as a result of a legislative rule change.
 - b) SACS's final determination of our application for separate accreditation, which gives USFSP curricular authority

IV. Faculty Senate Report: Kim Stoddard

1. Scholarship Committee. Erin Dunn presented Chancellor Karen White's charge of the development of a standing Scholarship committee out of the Office of Financial Aid. The FS suggested that members would best be solicited if she contacted the Deans of each college and asked to present at the college faculty meetings. Dr. Reck will be the College of Education Representative. This committee selects recipients for scholarships.

2. Committee on Committees.

Three of the six Council/Committees end of year reports have been submitted to FS and will be posted on the website. A discussion ensued on clarifying policies, procedures, and processes for the various university Councils/Committees. The Chair of the Committee of Committees will solicit input from the Chairs of each Council/Committee to develop a standard process for committee work. The FS passed the motion that all assignments to university committees should be handled through each College Council. It was also suggested that each College create a spread sheet that identifies the committee work of each faculty member. The creation of the spread sheet will enable the CC's and the FS to identify readily who is available for committee work. Jamie McHale, Chair of Tomorrow's Leaders Symposium has requested that the Academic Awards Committee members serve as judges for the symposium each year and that this responsibility is added to the charge of the Committee.

Action item: Create a chart of faculty committee service to share with the COE faculty as well as for our Senators and College Council members to help in inviting faculty for service. Dr.

3. Inter-committee and Other forms of Communication. Hugh Lafollette presented many ideas on how to improve communication for faculty across the campus. The FS passed several motions concerning his suggestions:

Approved Motion: The Chair of the Faculty Senate and Chairs of each College Council will hold a monthly meeting to discuss issues of each

college. Approved Motion: A strong recommendation from the FS that the Chair of the FS receive a one course reduction in assignment for each semester. Approved Motion: Enhancement of communication via technology should occur next year with the development of a unified faculty governance website and an online newsletter.

4. Vice Chancellor's Report: Mark Durand provided the FS with a brief verbal report along with a more lengthy, written document. Most notable was the invitation for the Chair of the FS to attend and participate in the Monthly Dean's meeting.

5. General Education Committee: Discussion was made to accept the Undergraduate Council's recommendation that a separate committee be formed to address this issue.

Approved Motion: Formation of a General Education Committee with the following membership: 4 faculty from CAS, 1 faculty from COB, 1 faculty from COE, 1 Advisor, and 1 Library Representative.

6. USFSP Board: Brief discussion regarding the role of chair of FS and need for faculty presence on this board. The new Senate will discuss this at the new meeting of August 06.

7. Decisions regarding participation on the Council of Dean's and USFSP board was tabled until the new Senate convenes in August.

V. Committee Reports:

a. Curriculum Committee:

b. Tenure and Promotion: Wm Heller.

No report. The Candidates received their letters from the VChancellor Mark Durand

c. Annual Review Committee: Brie Reck

No report

d. Community Partnerships: Cynthia no report

No Report

e. Academic Petition Committee: Brie Reck

No report

f. Library Committee:

No report

VI. Ad Hoc Committee Reports

1. Elections – Dr. Bartlett reported

For the Senate:

Dr. Margaret Hewitt

Ed Leadership/Measurement/Foundations:

Dr. Lynette Fields

Elementary Education/ Literacy:

Dr. Gwyn Lightsey

SpecEd/ ESOL:

Dr. Bonnie Braun

The Elections committee and the College Council thanks all candidates who participated and encourage all faculty to continue service.

2. Part Time Teaching Award

Dr. Reck thanked Dr. Braun for her efforts in establishing the Part-time faculty award criteria and procedures.

Committee Membership:

Bonnie Braun, Brett Jones, Brie Reck

Eligibility Criteria:

1. USFSP Criteria
 - a. Must teach part-time at USFSP
 - b. Must not be eligible for the Chancellor's Award for Teaching Excellence
 - c. Must not have previously received this award

2. COE Committee Criteria
 - a. Length of Service
 - i. must have been affiliated with the COE for a minimum of three years as an adjunct instructor or intern supervisor
 - ii. must have taught or supervised at least one semester within the last two academic years
 - iii. must not be a full-time faculty member of any other USF department, nor employed full-time with any other college or university
 - b. Evaluation
 - i. must have exemplary student/intern evaluations during above time period
 - ii. demonstrate commitment and support of USFSP COE vision values, and goals

Procedures:

1. Committee requests that the Associate Dean's Office generate a list of adjuncts who meet the length of service criteria every spring semester
2. Associate Dean's Office will supply the committee with evaluation reports of all eligible adjuncts
3. Committee will review records and forward recipient's name to Chair of College Council
4. Chair of College Council will forward name to the office of the Regional Vice Chancellor for Academic Affairs Office and College Dean simultaneously (information only).

Results:

The Part-Time Teaching Awards Committee has selected Professor Karen Boosinger as the COE recipient for the Academic Year 2005-2006.

Action Item: This procedure should be sent to the By-Laws committee for inclusion in the documents.

Motion: Dr. Reck and GUDA MOVE TO ESTABLISH A SEPARATE PLAQUE
Marilyn: see Maryann to get a new plaque.

3. Academic Petitions Committee Report

No report

VII. College Council Planning Retreat

Dr. Reck recommends we have a retreat for the old committee and new committee. The topics for discussion would include: (1) T&P guidelines; (2) A discussion to make the Academic Petitions committee a permanent committee instead of Ad hoc. This would require a By-Law change. (3) To establish award criteria for the teaching awards; Ask all faculty what needs to be on the annual agenda for College Council.

New Business:

(1) Bill has been given a full year sabbatical next year.

Brie Thanks the College Council for the opportunity to serve.

9. Adjourn:

Dr. Heller moved to adjourn the College Council meeting; **Dr. Gayle-Evans** seconded and the motion carried without any discussion. The meeting adjourned at .

MOTIONS	APPROVAL STATUS
Approval of March minutes	Dr. Gayle-Evans made the motion
	Dr. Reck seconded the motion
	The Council unanimously approved.
The College Council members will establish an <i>Ad Hoc</i> committee to study and recommend changes in the COE Constitution. This committee will convene in August 2006 and be charged to bring recommended changes to the College Council at the January 2007 meeting which recommended changes will be brought to the faculty at their next meeting.	Dr. Bartlett made the motion
	Dr. Gayle-Evans seconded the motion
	The Council unanimously approved.
The COE College Council members want “equal representation” from each of our Colleges at our USFSP Senate.	Dr. Heller made the motion
	Dr. Bartlett seconded the motion
	The Council unanimously approved.
The COE College Council members recommend that the Senate membership be increased from two to three members, each with overlapping thereby allowing for greater continuity of governance of the USFSP Community.	Dr. Heller made the motion.
	Dr. Reck seconded the motion,
	The Council unanimously approved.
The College Council members approve the Undergraduate Course substitution/Transfer form and Procedures as amended.	Dr. Heller so moved
	Dr. Gayle-Evans seconded the motion.
	The Council unanimously approved.
The College Council approve the Graduate Course substitution/Transfer form and Procedures as amended.	Dr. Reck made the motion.
	Dr. Heller seconded.
	The Council unanimously approved.

The College Council members approve the Academic Appeals Petition as amended.	Dr. Heller made the motion.
	Dr. Gayle-Evans seconded.
	The Council unanimously approved.
The College Council members approve the Undergraduate/Graduate Incomplete Contract as amended.	Dr. Heller made the motion.
	Dr. Gayle-Evans seconded.
	The Council unanimously approved.
The College Council members will establish an <i>Ad hoc</i> committee to develop guidelines for the teaching awards.	made the motion.
	Dr. Gayle-Evans seconded the motion.
	The Council unanimously approved.
Adjourn the meeting at 2:18p.m.	Dr. Heller made the motion.
	Dr. Gayle-Evans seconded.
	The Council unanimously approved.

COLLEGE OF EDUCATION POLICY APPROVED

The College Council approved the following forms and procedures for immediate implementation:

Undergraduate Course Substitution/Transfer Form.

Graduate Course Substitution/Transfer Form

Academic Appeals Petition

Undergraduate/Graduate Incomplete Contract

ACTIONS (FOLLOW UP)

PERSON(S) RESPONSIBLE	DEADLINE (if any)
Dr. Nutta	Immediately
T&P Committee	Immediately
Dr. Braun	Immediately
Dr. Reck	May 2, 2006

Establish a date for Faculty to meet in June for the purpose of discussing how we can redesign our programs in light of the more "flexible" structure Fla DOE has announced. Friday, June 16th will be given to all faculty as a possible date to meet and the alternative will be June 30th.

The Tenure and Promotion Committee will review the guidelines for tenure earning faculty that were developed last year.

An *Ad hoc* committee will convene to develop guidelines for the teaching awards.

Establish a date for a retreat for the outgoing College Council members to meet with the incoming members. The topics for discussion would include: (1) T&P guidelines; (2) A discussion to make the Academic Petitions committee a permanent committee instead of Ad hoc. This would require a By-Law change. (3) To establish award criteria for the teaching awards;