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College Council Meeting Minutes

College of Education (COE)

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2-7-2006

## College of Education Council Meeting : 2006 : 02 : 07

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

Vivian Fueyo

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**UNIVERSITY OF SOUTH FLORIDA ST. PETERSBURG  
COLLEGE OF EDUCATION  
Council Meeting Minutes – February 7, 2006**

**PRESENT:** Bonnie Braun, Juanita Fountain, Vivian Fueyo, Guda Gayle-Evans, Bill Heller, Cynthia Leung, Brie Reck (Chairperson), Kim Stoddard.

**ABSENT:** Marilyn Bartlett

**GUESTS:** Gwyn Lightsey, Joyce Nutta and Lyman Dukes.

**I. Minutes:**

A. Minutes of the Jan. 17, 2006 meeting were read and approved by the College Council.

**II. Information:** The faculty voted on the constitutional change for By-laws, which was passed 17 in favor and 1 opposed.

**III. Technology.**

- Lyman Dukes spoke about the Technology Learning and Teaching Center in the COE (TLTC). He was asked by Dean Fueyo to supply data for the SACS visiting team concerning the number of faculty who utilize the TLTC. Dr. Dukes explained the following format that is used to collect the data.
  1. Maintain a log for checkout.
  2. Conduct an inventory.
  3. Decide whether new faculty should get a camera.
- Dean Fueyo suggested that the TLTC should assess faculty technology needs in a systematic way college-wide, including distance learning.
- Dr. Dukes stated that the department at USF Tampa does an annual survey which provides them with a coordinated list, by semester, of training being conducted campus-wide.
- Dean Fueyo discussed that as part of the university-wide strategic planning; strategic plans for core support areas are also being developed. One of these is the technology subcommittee. This committee is preparing a survey, which will go to all faculty for feedback. Zafer Unal is the COE representative to the Campus Technology Committee for Strategic Planning
- Kathy Arsenault stated the library would tailor Blackboard training to the COE faculty.
- Dean Fueyo suggested holding a forum on technology and inviting Zafer Unal, Kathy Arsenault, Dave Brodosi, and Jeff Reisberg.
- Bill Heller made a motion to convert the faculty forum to a technology meeting during the March 20, 2006 faculty meeting to address technology. Guda seconded the motion, which was approved unanimously.
- Joyce Nutta will start a threaded discussion on the FF Blackboard website and e-mail the faculty to participate.

#### **IV. Graduate Student Orientation**

- Gwyn Lightsey discussed that the other USFSP colleges have orientations for graduate students. Chris D'Elia and Donna Knudsen plan to have campus-wide orientations with breakout sessions for individual graduate programs. In the meantime, Gwyn proposed that we develop a college-wide orientation for graduate students.
- Brie Reck proposed that the COE faculty serving as advisors for our graduate students be asked to frame an orientation.
- Dean Fueyo stated that we could start from what we are already doing and that the administrative council could ask faculty advisors in the COE to list everything they do that helps students with graduation.
- Bill Heller offered to check on what the other colleges are doing concerning an orientation.

#### **V. Campus Technology Committee**

- Holly Kickliter and John Husfield have worked to put together guidelines on the consistency of the format for all websites for USFSP. Each dean is referred to as a "web contributor." Anything anyone wants posted on the COE Website goes to Zafer Unal and he asks for Dean Fueyo's approval to post. As a campus-wide process, the dean will approve all routine requests and check for the USF St. Petersburg logo.
- Brie Reck requested access to files to enable faculty access to servers from off-campus areas. Dean Fueyo agreed to continue to advocate for this request.
- Juanita Fountain had a concern about lecterns. Dean Fueyo told her to send her concern to Zafer Unal as our COE Representative to the Campus Technology Committee, and, to copy her. The dean also suggested that Dr. Fountain work with MaryAnn to address her particular need.

#### **VI. University Policy Regarding Salaries for New Staff in the COE**

- Dean Fueyo discussed the policy for determining salaries for all new staff in the COE, and at the university. All new staff members' salaries are set by campus guidelines. Dean Fueyo has a 10% flexibility and always exercised this option when hiring new staff. The salary for each new staff position must start at the beginning of the university salary range. All staff new to a position at USF are also required to be in a six-month probationary period. Dean Fueyo noted that when the university has provided funds for staff increases, she has made every effort to ensure that all COE staff receive the maximum increase possible.

#### **VII. One-Course Release for Research Guidelines**

- Dean Fueyo presented the one-course release for research guidelines to the council. This is an internal program within the COE designed to support tenured faculty members by providing them with additional time to conduct research. The deadline for submission will be March 20, 2006, with a decision expected by April 15, 2006. The Dean stated that the guidelines and forms were sent to the General Council for review and final approval.
- Guda Gayle-Evans commended the dean for developing the release.

- Bonnie Braun asked how this would impact our assignments. Dean Fueyo stated that 12 hours of teaching are required by the state rule, and other guidelines. The one-course for research would comprise that portion of the assignment that covers areas of discretion in all faculty members' assignments.
- Bill Heller made a motion to approve the proposal. Guda Gayle-Evans seconded the motion, and the council approved the motion.

#### **VIII. Spring Pilot and Portfolio Prep Handouts**

- The council received handouts regarding the spring pilot and portfolio prep.
- The dean commended Bonnie Braun and Juanita Fountain for allocating three class sessions to include the pilot training so that students didn't take extra time.

#### **IX. Miscellaneous Concerns**

- Brie Reck asked that the subcommittee minutes be sent to Marilyn Bartlett, Vice Chair.
- Kim Stoddard discussed teaching assignments and awards for part-time faculty.
- Brie Reck asked them to collect data as to faculty assignments in the other colleges and for clarification regarding what type of institution we are—Doctoral intensive, Master's level, etc.
- Larry Johnson has been elected as the USFSP representative to assist in writing the constitution for the USF system.
  1. CAS: \$4,000 stipend proposal for program chairs.
  2. COB: Elected T&P committee.
  3. COE is consistent with university guidelines (CC is elected and then the T&P committee sets up the by-laws).
- Brie Reck announced that the deadline for the annual review is Feb. 13, 2006.
- Juanita Fountain stated that the Curriculum Committee worked on course substitution policies and academic petition forms. Marilyn Bartlett was charged to recreate the forms and return to the Curriculum Committee with the new forms.
- Joyce Nutta will check with Margaret Hewitt concerning the T&P guidelines.

#### **X. Academic Petition Committee**

- The committee distributed its operational guide for review and will discuss any questions concerning the guide next month. The curriculum committee is reviewing the form.

#### **XI. Community Partnerships Committee**

- The college has a partnership with the Urban League.
- Cynthia Leung, Larry Johnson, Jeani Fullard, Bill Heller, and Gwyn Lightsey will be judges for the Black History Month Essay Contest sponsored by the Pinellas County Urban League. Judging will be on February 11 from 9am to 1pm.

## **XII. Faculty Meetings**

- Brie gave a reminder to faculty to let Kim Stoddard or Deanna Michael know about faculty assignments.
- Brie Reck suggested that information could be shared in newsletters, e-mail, etc., and that we can use faculty meetings for discussion, teaching and research. Another suggestion is to set the college council agenda in advance so that faculty can be apprised in advance of decisions.
- Bill Heller suggested that we include an evaluation on faculty meetings.

## **X. Adjournment**

Brie Reck moved to adjourn the meeting, Bill Heller seconded, and the meeting was adjourned.

Post Script: A special thank you to Renne Stachnik for preparing these minutes.

<b>MOTIONS</b>	<b>APPROVAL STATUS</b>
Approval of January 17, 2006 minutes	
	The Council unanimously approved.
A motion to convert the faculty forum to a technology meeting during the March 20, 2006 faculty meeting to address technology.	Bill made the motion
	Guda seconded the motion
	The Council unanimously approved.
A motion to approve the course release as presented by the Dean.	Bill made the motion
	Guda seconded the motion
	The Council unanimously approved.

<b>COLLEGE OF EDUCATION POLICY APPROVED ON OCTOBER 10, 2005</b>

<b>ACTIONS (FOLLOW UP)</b>	<b>PERSON(S) RESPONSIBLE</b>	<b>DEADLINE (if any)</b>
Joyce Nutta will start a threaded discussion on the FF Blackboard website and e-mail the faculty to participate.	Joyce Nutta	none