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College of Education Council Meeting : 2006 : 04 : 17

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

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College of Education Council Minutes of April 17, 2006

Members Present: Dr. Brie L. Reck, Chairperson; Dr. Marilyn J. Bartlett, Vice-Chairperson; Dr. Guda Gayle-Evans, Dr. William Heller

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

Absent: Dr. Cynthia Leung, Dr. Bonnie Braun; Dr. Juanita Fountain

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

2. Review and approval of the meeting minutes:

Dr. Gayle-Evans moved that the March Minutes, which had received electronic approval, be officially approved. Dr. Reck seconded the motion. There was no discussion and the motion carried unanimously.

3. Elections:

Dr. Bartlett reported that the COE faculty had received notice that elections for College Council vacancies and for the Senate vacancy had been posted via E-mail. With the permission of College Council, nominations will be accepted until Monday, April 24th. Double blind ballots will be placed in the faculty mailboxes by Tuesday morning April 25th. Faculty may vote in the COE Office from Tuesday morning until Monday, 5pm on May 1st. The votes will be tallied and new members will be notified on Monday, May 1st. The new members will be invited to the College Council meeting on May 2nd. The College Council members support this process in the absence of finer language in the COE Constitution.

4. By Laws – Determining way of work:

Dr. Bartlett suggested to College Council members that because we have had some experience with the language of the COE Constitution for a couple of years now, and because there are areas that were purposefully written in broad language, it is time to revisit the document. She suggested to the Council members that beginning in August 2006 and until January 2007 that an Ad hoc committee is established to make recommendations for language changes more appropriate to our needs.

Dr. Reck moved that an Ad Hoc Committee be established in August and Dr. Gayle-Evans seconded the motion. A discussion continued wherein Dr. Bartlett recommended that those who have “lived” with the document over the past couple of years be invited to revisit it as well as any other faculty who are interested. The motion was called and passed unanimously.

5. Dean’s Report

a. Old Business

1. Letters to faculty with the across the Board Faculty Salary Increases and Discretionary Pool of Excellence Increases will be going out in the next week.

2. Update on the faculty searches: 1) an offer has been made to one of the finalists in the Math Education Search; 2) after extensive negotiations, the candidate for the Reading Search has rejected our offer; and 3) an offer has been made to one of the finalists in the Science Education Search.

3. The Dean was asked the status of two positions in the COE: Dr. Fry’s leave is not over until May 5th; Xenia has officially resigned.

b. Assessment Pilot Progress Report

All three sessions with the students covering the Assessment System Pilot have been completed. The system will be accepting student artifacts and accompanying annotations from April 17. At that time the system will be closed on faculty will be reviewing and evaluating the student submissions. The faculty involved in the pilot will be meeting later this month to discuss the evaluation process.

c. DOE Folio Preparation

The next folio meeting is scheduled for 3/21/06. Standards 1 and 2 have been received for three of the four folios in progress. This afternoon's meeting will cover Standards 5, 6, and 7.

All faculty involved in the Assessment Pilot met on Friday, April 14, to discuss the process we will be using for evaluating the students' annotations and artifacts. The system closed to further submissions of student artifacts at 5:00 PM on April 17.

There will be meeting on April 24 in the computer laboratory of all of the faculty members involved in the pilot. This working meeting will include a training session on the use of the rubrics and the annotation checklist and faculty pairing off into dyads to begin evaluating all of the student submissions for spring and from last fall.

A questions was raised as to how the "annotations" would be evaluated of undergraduate students who took the extensive training course in the fall '06 versus the undergraduate students of the Spring '05 who did not go through the extensive training program (so as not to punish the students). The Dean explained that the faculty on the Assessment Committee will meet Friday the 24th to go over the Annotation form. Dr. Gayle-Evans asked whether we were now referring to students' "reflections" as "annotations." The Dean explained that the "annotation" is the explanation that accompanies an artifact submitted by the student to explain the nexus between the assignment (the artifact) and the Accomplished Practice it represents.

d. The Dean informed Council Members that she, Dr. Nutta, Dr. Braun, and Dr. Micklo attended the Florida Association for Colleges of Teacher Education Meeting to learn about Florida Department of Education rule changes for certification and the specific implications for our programs. The Dean then invited Associate Dean Nutta to share their findings.

Dr. Nutta's Report:

Because of the legislative rules changes, Colleges of Education in Florida have unprecedented freedom to set up the content of our teacher education programs. We can now offer a more competency-based flexible program rather than a rigid course-based approach. All we need to do is demonstrate that the competencies are being met in different types of courses.

In addition, the site visit cycles for DOE and NCATE review processes are now in synchronized time, every seven years. What this means for us is that we can now develop unique programs of study, grounded in our Mission, to serve the needs of our learning community. We can now *operationalize* our Mission Statement.

At this point we have our Assessment system in place, and we now need to address our folios together. Dr. Nutta will be soliciting assistance from all faculty to redesign how we can offer programs in our own image. This applies to all Initial certification programs.

In terms of a time line, Dr. Nutta is uncomfortable to announce anything. The Dean talked with Mrs. Betty Blue, Director of Teacher Certification for the Florida Department of Education and inquired how we should proceed with the submission of our folios. That is, whether we should submit our Folios for the June 1st deadline or wait until we can include the revisions in response to the rule changes. Betty recommended that we submit the Folios once they have been written to address the rule changes. If we prepare them for a January submission, then that would give us at least one year before we would have an NCATE visit and we could continue to make changes as we move forward. The Dean said that Betty was very supportive of the development and submission of our initial program approval folios, and that she also made herself available to review our folios any time we are ready.

We need the broadest participation from the faculty for the discussion of how we want to put programs together. Dr. Nutta suggested that a full day meeting in June would give us a jump on planning our direction for August. It would also allow the Assessment Committee to continue their work through the summer. Friday, June 16th will be given to all faculties as a possible date to meet and the alternative will be June 30th.

6. Faculty Senate Report: Kim Stoddard

New Business:

General Education: The Faculty Senate requested that the Undergraduate Council begin the process of evaluating the General Education courses at USFSP. The Undergraduate Council sent an e-mail stating that it did not believe that the evaluation of undergraduate courses was one of its duties and told the Faculty Senate to appoint another committee. The Faculty Senate voted to return the evaluation process to the Undergraduate Council, whose duties include the evaluation of undergraduate curriculum. The motion passed by the Faculty Senate was for the Undergraduate Council to begin the process of the evaluation of the General Education courses by requesting that the programs with General Education courses begin to evaluate the courses based on the new criteria for General Education within the USF System.

Arts and Sciences Dean Search:

Three candidates in the next two weeks: Monday 2:00 is the first presentation to faculty.

Attendance at the Senate meetings:

In the discussion of whether academic officers should attend Faculty Senate meetings, Deanna volunteered to find out if President Genshaft attends the Tampa Faculty Senate meetings. The Faculty Senate passed the Motion that the academic officers of USFSP should only attend Faculty Senate meetings when they are invited and when an academic officer has requested to be on the agenda.

College Reports:

College of Business: The dean's search continues. The faculty on the committee is expected to meet during the summer to continue the search.

College of Education: Searches are continuing.

Also, David Brodosi and Jeff Reisberg attended a faculty meeting for the COE. David explained how the library could support faculty on-line course development.

College of Arts and Sciences: The Dean's search continues. Also the teaching assignments of members of the CAS were reported: Assistant: 2-2/2-3; Associate 2-1/2-3, and Full 2-2/2-1. The discussion of teaching assignments continued under a later agenda item.

Old Business:

The Part-time Teaching Award: The FS Awards Committee submitted the language for the Part-time teaching award, which was approved by the Faculty Senate.

There was also a discussion of the academic credits requirements. In the past, students were required to take the last 30 hours of their program on a USF campus. Because USFSP may become an autonomous institution, the Administration requested approval of the requirement for students to take 25% of their courses as USFSP students. After an in depth discussion, the FS approve a motion to require students to take 25% of their course as USFSP students.

Finally, the Faculty Senate passed a motion for the College Councils to arrange for the election of new FS members before the end of the semester.

Representation at the Senate:

Dr. Stoddard raised the question whether the College Council members supported a proportional representation to our population or equal representation from each college. Dr. Heller moved that the College Council

members support “equal representation” at our University Senate. Dr. Bartlett seconded the motion. The vote was unanimous.

In addition, Dr. Heller also moved that the University Senate should consider increasing the representatives from each college to three to allow for continuity of purpose by having a representative rotate off each year. The motion was seconded by Dr. Reck and passed unanimously.

7. Committee Reports:

a. Curriculum Committee: In the absence of Juanita Fountain, Marilyn Bartlett reported.

Course Substitution/Transfer Form: The Curriculum Committee completed and approved the new Course Substitution/Transfer forms and the accompanying Procedures for both Graduate and Undergraduate students. Dr. Heller moved to approve the Undergraduate form with the changes recommended by College Council. Dr. Gayle-Evans seconded the motion which passed unanimously. Next, Dr. Reck moved to approve the Graduate Substitution/Transfer form and Procedures with the changes recommended by College Council. Dr. Heller seconded the motion which passed unanimously.

Academic Appeals Petition: The Curriculum Committee approved the new form and recommends the approval by College Council. After suggested changes to the form, Dr. Heller moved to approve the form with the suggested changes; Dr. Gayle-Evans seconded the motion and it carried unanimously.

Undergraduate/Graduate Incomplete Contract: The Curriculum Committee recommended the approval of the Contract for Incomplete Grade form. Dr. Heller moved the approval and Dr. Gayle-Evans seconded the motion; The College Council unanimously approved the form.

b. Tenure and Promotion: Wm Heller.

No report.

Dr. Nutta inquired about the status of the “Guide line for tenure earning faculty.” The College Council members agreed that the document needs to be revisited and completed. Dr. Reck asked that the T&P committee look into it.

c. Annual Review Committee: Kim Stoddard

No report

d. Community Partnerships:

No Report

e. Academic Petition Committee: Brie Reck

No report

f. Library Committee:

No report

g. Faculty Awards:

After some discussion, Dr. Bartlett moved to establish an *Ad hoc* committee to develop guide lines for the teaching awards; Dr. Gayle-Evans seconded the motion and it carried. Dr. Bartlett will convene a meeting.

8. College Council Members 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 an Ad hoc. This would require a By-Law change. (3) Establish award criteria for the teaching awards; (4) Reviewing operating procedures for 2006-2007 year.

At our next meeting of the College Council, a date to meet will be established with the newly elected members.

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 2:18 pm.

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 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. Reck 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 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 approves 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 approves 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 approves the Academic Appeals Petition as amended.	Dr. Heller made the motion.
	Dr. Gayle-Evans seconded.
	The Council unanimously approved.
The College Council approves the Undergraduate/Graduate Incomplete Contract as amended.	Dr. Heller made the motion.
	Dr. Gayle-Evans seconded.
	The Council unanimously approved.
The College Council will establish an <i>Ad hoc</i> committee to develop guidelines for the teaching awards.	Dr. Bartlett made the motion.
	Dr. Gayle-Evans seconded the motion.
	The Council unanimously approved.
Adjourn the meeting at 2:18pm.	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. Bartlett	Summer
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; (4) Reviewing operating procedures for 2006-2007 year.