
College Council Meeting Minutes

College of Education (COE)

11-8-2004

College of Education Council Meeting : 2004 : 11 : 08

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USF St. Petersburg
College of Education Council
Minutes of November 8, 2004, Meeting

Members Present: Joyce Nutta, Deanna Michael, Cynthia Leung, Terry Rose, and Brie Reck **Ex Officio Members Present:** Vivian Fueyo **Guests:** None

Call to Order

College Council Chair Terry Rose called the meeting to order.

Minutes of Previous Meeting—October 11, 2004

Brie Reck moved to approve the minutes and Deanna Michael seconded the motion. The Council unanimously approved the minutes.

Curriculum and Programs Committee

Cynthia said that Jerry Notaro came to discuss the Instructional Materials collection in the library. Dean Fueyo said that the DOE has a state-approved list of materials. Terry Rose suggested using the FDLR regional materials center as a resource. The College Council's discussion at a previous meeting regarding ex officio members was reviewed and agreed upon. Curriculum and Program Committee Chair Steve Ritch asked members to review the College of Arts and Sciences new course approval process. Andy Reeves brought up the need for sequencing courses. Dean Fueyo indicated that the Administrative Council was addressing this issue. The issue of a uniform lesson plan format was addressed, and Dean Fueyo said that this issue will be explored during the folio development process.

Tenure and Promotion Committee

Joyce stated that the Committee met with the singular candidate for tenure this year and that the Committee is progressing in the review of her application. Terry confirmed that Marilyn Bartlett will be an ex officio member.

Community Partnership Committee

The committee met informally with Scott Waring and asked for a description of the partnership benefits and requirements of the Findlay partnership and gave provisional approval to move forward with the partnership. Dean Fueyo stated that the committee is working on a lecture series with the Holocaust Museum. The children's author lecture is tentatively scheduled for April 7, 2005.

Campbell Park Elementary is listed as a partnership school for the College for the Mayor's Partnership Initiative. We will revisit the partnership agreement and look at ways of realigning the partnership given our current governance structure and College mission. The Dean will put it on the COE faculty meeting agenda as part of the dean's report.

Annual Review Committee

Dean Fueyo suggested that she present one annual review summary statement that was exemplary and one that was not. Terry Rose stated that this committee needs to appoint a vice chair. Terry will e-mail the chair of the Annual Review Committee, Bill Heller, to ask about the outcome of the committee's development of criteria for teaching, research, and service. The Dean stated that these criteria are needed for annual review, and that separate tenure criteria will be developed in the future with full faculty involvement. She suggested that the criteria be discussed at the January faculty meeting. Deanna stated that the first step should be to discuss the descriptors that are part of the collective bargaining agreement, faculty handbook, and a new system for faculty assignments that includes descriptors of activities in teaching, research, and service against which people will be evaluated.

Petition Review Committee

Brie moved that we form an ad hoc Student Petition Committee to address Steve Micklo's immediate need. Joyce seconded the motion, and all agreed. Terry will create a draft of the goals of the ad hoc committee and will present it at the next council meeting.

Bylaws of the Constitution

Terry reminded the council of previous discussion to amend the by-laws so that we would not have to amend the constitution for every small change. Dean Fueyo distributed a draft of the Bylaws to the Charter of the Faculty Council of USFSP. She suggested that we take the headings and develop them for the College Council. Deanna suggested that we indicate where it is covered in the constitution by providing page numbers. Terry asked what the nature of the bylaws was. The Dean said that they pertain to charges to the committees, step-by-step procedures for minutes, etc. Deanna suggested that since we have many procedures in the constitution, we should keep the constitution as is and add ways of work to the bylaws. Brie said that the bylaws should operationalize what is in the constitution. The Dean said that we could re-state some information from the constitution in the bylaws as well as specific structure, such as liaisons from each committee, etc. Deanna suggested reviewing minutes from previous meetings to cull ways of work. Dean Fueyo suggested that the next College Council meeting be a working meeting and have members highlight previous minutes.

Dean's Report

Dean Fueyo distributed an Action Plan for Fall Semester Folio Preparation. Folio drafts are due February 1. Our next deadline is November 19 to review the draft of the critical task list. The dean will bring the action plan to the November 19 meeting.

The Dean has done an analysis of the DOE-approved programs in Florida. She brought forward her proposal to add an Associate Dean for Educator Preparation. Deanna questioned the allocation of resources to this position, and the dean responded that it would not take funds from faculty lines or current administrative positions. Terry stated that the need is there in the short term—i.e., during the DOE folio and NCATE preparation process. Faculty need more information about the fiscal impact. She will share the information with the faculty once it is approved by the Regional Chancellor's

Office. Deanna moved to support the creation of a position of Associate Dean for Educator Preparation. Brie seconded the motion, and the Council unanimously approved.

Adjournment

Brie moved to adjourn the meeting, Cynthia seconded the motion, and the Council unanimously agreed.

Summary

Motions	Approval Status
Form an ad hoc Student Petition Committee	Brie made the motion.
	Joyce seconded the motion.
	The Council unanimously approved.
Add a position of Associate Dean for Educator Preparation	Deanna made the motion.
	Brie seconded the motion.
	The Council unanimously approved.

Actions (Follow-up)	Person(s) Responsible	Deadline (if any)
Create a draft of the goals of the ad hoc student petition committee	Terry	By next council meeting—December 13, 2004
E-mail chair of annual review committee to request descriptors for teaching, research, and service	Terry	