College Council Meeting Minutes

College of Education (COE)

12-13-2004

College of Education Council Meeting : 2004 : 12 : 13

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COLLEGE COUNCIL
MINUTES
December 13, 2004

Present: Dean Fueyo, B. Frye, C. Leung, D. Michael, B. Reck, T. Rose, M. Harrell, recording
Absent: J. Nutta

The meeting was called to order at 10:06 a.m.

Minutes of the last meeting were circulated. D. Michael moved to accept. B. Frye seconded the motion.

Tentative meeting times were set for the second Monday of each month. Schedule for Spring 2005 at 10:00 a.m. to 12:00 p.m. meetings in the Conference Room are:

January 10
February 14
March 21 (due to Spring Break)
April 11
May 9

Dean Fueyo and T. Rose suggested COE Faculty Meetings for Spring 2005 will be Friday, January 21st from 11:00 a.m. to 1:00 p.m. and Friday, April 29th from 10:00 a.m. to 12:00 p.m. Locations to be determined.

T. Rose went over the Tenure and Promotion Committee Minutes of the November 19, 2004 meeting in J. Nutta's absence. B. Frye moved to accept these minutes. C. Leung seconded it, and were approved. It was mentioned that the COE needs to develop criteria and descriptors for teaching, research, and service for promotion and tenure. For example, Service, particularly service to the schools, is more valued in the College of Education than in other colleges. With a set of criteria available, discussions about COE candidates at the university P & T committee will be based on a priori standards. This will help avoid having to rely solely on information from advocates, or detractors, on the committee. D. Michael mentioned Annual Review committee stresses job performance, where Tenure and Promotion stresses membership in the community. These are separate issues. Dean Fueyo said she purchased copies of *Scholarship Revisited* by Ernest Boyer for all members of the COE Promotion and Tenure Committee to guide and inform this discussion.

Candidates for mid-tenure review received templates for their documentation in early December. Mid-tenure review will begin January 10, 2005. This year, two faculty members are going through mid-tenure review, Brianne Reck and Chin-Tang Liu.

T. Rose would like to discuss sending a memo/report to Faculty Council about non-tenured faculty on the Tenure and Promotion Committee; Annual Review Committee has

non-tenured faculty on it. Confusion occurs when Annual Review members are asked to make comments about tenure. Annual Review is based on merit and qualitative differences. The difficulty is that current university guidelines require a statement from the Annual Review Committee about each non-tenured faculty member's progress toward tenure. A request may be made of the Faculty Council to do a constitutional amendment. Dean Fueyo will find out if a formal vote is needed.

The Minutes of the Curriculum and Program Committee meeting of October 15, 2004 were distributed by C. Leung. B. Reck moved to accept these minutes; B. Frye seconded it. It will go to S. Waring for posting. C. Leung distributed the Curriculum and Program Committee Report outlining the need for a collection policy for instructional materials at the library resource center. It was suggested that the committee bring requests, such as this one, to the College Council for discussion and possible action. To avoid any confusion, discussions and./or questions about NCATE and/or DOE requirements should come to Dean Fueyo first for clarification. This will avoid duplication of effort and any possibility of misinterpretation or confusion.

The Council reviewed a draft of a new organizational format for courses in programs of study. The purpose of the new format is to provide a recommended sequence of courses through which students proceed as they work on requirements for their degrees. This will provide a greater likelihood that students will have necessary pre-requisites, etc. Once the draft has been revised it will be presented to the. Curriculum and Program Committee for discussion and then return to the College Council if further discussion is needed. S. Micklo is responsible for any catalog/BANNER changes. Action items that may surface from discussions in the Curriculum and Program Committee are to be brought up by Chair to the College Council after Curriculum and Program Committee goes through formal procedures to approve courses.

B. Reck discussed that she and J. Nutta had the idea to hold "Brown Bag Lunch" discussion meetings for faculty to meet regularly before College Council meetings and have an hour or so of "brainstorming" ideas to discuss any college-wide concerns or issues of importance. Tentative meeting dates are scheduled for this Fridays before next scheduled College Council meetings.
February 11th, March 11, and April 8th. Breakfast meetings with refreshments were a possibility. T. Rose moved that the College Council sponsor these meetings. Dean Fueyo agreed to provide the refreshments. B. Reck seconded the motion. Meeting in the cafeteria was an option or classroom. Times and location of meetings to be announced.

D. Michael moved to table the discussion of the draft of the Annual Review Guidelines until the January 10th meeting. B. Reck seconded the motion. Passed.

D. Michael and B. Reck discussed how other institutions (University of Maryland, example) used their by-laws to refer back to their constitutions. A constitutional amendment to create and change by-laws can be voted on. To activate the by-laws, state what the by-laws will contain; don't have to go by committees to write by-laws. An issue was discussed of "majority voting/majority present." What College Council can and

cannot do will set a precedent. A working by-law meeting is set in the Conference Room for Monday, January 10th from 10:00 a.m. to 1:30 p.m. An operational amendment will be discussed to allow to move issues out of the constitution to the by-laws.

Dean Fueyo distributed data from the Florida Board of Governors on enrollment data in Colleges of Education in the State University System from 1990-2003. Interesting discussion ensued on where do our college programs correlate statewide (depending on size of institution). We will eventually need more longitudinal data of those newly admitted by semester. Every semester Dean Fueyo gets names and addresses of students that show a College of Education interest. She will share that information with the Student Education Association (SEA), said D. Michael, invites and is open to any education student. J. Acerra, a teacher in the Pinellas Schools and a graduate student in Educational Leadership, told Dean Fueyo that she is interested in helping establish a College of Education Alumni Association. B. Frye also suggested that the Pinellas County Schools would collect data on our graduates and students if we requested it. Dean Fueyo suggested that this is the beginning of a more detailed discussion regarding the data that we need to collect on a regular basis about our students and graduates to give us the information we need to help us improve our programs. It represents a continuing conversation for future College Council meetings and subsequent discussions at faculty meetings.

The December 3, 2004 Faculty Meeting minutes will be sent to College Council members by email for approval.

The meeting was adjourned by T. Rose at 12:15 p.m.

Respectfully submitted,

Mary Ann Harrell