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College Council Meeting Minutes

College of Education (COE)

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2-14-2005

## College of Education Council Meeting : 2005 : 02 : 14

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USF St. Petersburg  
College of Education Council  
Minutes of, Meeting February 14, 2005

**Members Present:** Barbara Frye, Cynthia Leung, Deanna Michael, Brie Reck, Vice Chair Joyce Nutta, and Chair Terry Rose. **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**—Barbara moved to approve the December minutes, and Deanna seconded the motion. Everyone agreed. Dean Fueyo asked to remove the parenthetical comments that were inserted in the minutes for clarification, and all Council members were in favor. Deanna moved to approve the January minutes and Terry seconded the motion. All members were in favor.

**Curriculum and Programs Committee**

Cynthia reported on the December meeting. There was no quorum, but Cynthia informed the committee members who were present regarding the College Council's charge of the committee (to review new courses and proposals). They did not meet in January, but their February meeting will address Dr. Reeves' revision to the math and science elementary program. Dean Fueyo reiterated that no new programs can be developed until the USFSP campus receives separate SACS approval. Terry clarified that we can modify courses in degree programs that are already on the books, but we can't start a new program altogether.

**Tenure and Promotion Committee**

The Tenure and Promotion Committee plans to develop guidelines for tenure and promotion, stating what is valued and how we determine quality and productivity. The Dean mentioned that Boyer's book should be part of the discussion. The Dean asked whether she should purchase the book for the entire faculty once the discussion begins, and the Council members agreed.

**Community Partnership Committee**

Barbara reported that the children's artwork is on display in the COE administration offices. Also, the author of the Talking Walls series, Margy Burns-Night, whose books help primarily middle school students deal with difficult issues like racism and bigotry, will present on April 7 at Rawlings Elementary. This is supported by the Sembler grant to the USFSP COE. Dean Fueyo said that Jerry Fowler, current historical director of the National Holocaust Museum, will present June 21 on genocide in the Sudan.

**Annual Review Committee**

Barbara reported that all the documentation has been distributed for this year's review. Deanna stated that three people have approached her regarding implementing the guidelines this year rather than piloting them for future use. Dean Fueyo said that the

guidelines are descriptors for what has always been part of the annual review process, and Barbara noted that no changes to the university guidelines have been made. Dean Fueyo said that we still do not have guidelines for evaluating annual reviews and that we are involved in a process to develop and eventually implement those—there need to be discussions of criteria. Brie suggested that after the completion of this year’s review, members of the committee can look at what was difficult to evaluate and how to set up criteria to clarify this for future reviews. Terry asked if we had made a request to the Faculty Council to avoid having non-tenured faculty making decisions about progress toward tenure, and Barbara said that the issue was brought before the Faculty Council but that it is a College issue included in the constitution. Barbara stated that the main issue is the inappropriateness of having the Annual Review Committee make decisions about progress toward tenure and that she would look into whether there is a possibility to change this (she will look at the UFF contract and other pertinent documents).

### **Petition Review Committee**

No items were presented for review.

### **Brown Bag Forum**

Brie reported that there were about 14 people present. The first issue was technology and how to get faculty involved in using technology and training. Those present suggested asking Scott Waring to develop a survey to see what type of support faculty need. There will be Blackboard training through the Findlay grant. In addition, suggestions were made to define what faculty think students need in their programs regarding technology. Council members suggested that information regarding library technology workshops be publicized to faculty and students. Faculty questioned where the faculty technology task force recommendations that were made during Dr. Wilcox’s tenure ended up. Dean Fueyo suggested bringing this to Faculty Council after the new AVP is on board next year since technology is a part of Academic Affairs. Terry suggested that we obtain the results of the survey that Scott Waring already collected. Dean Fueyo stated that as an interim step, she will ask Scott to communicate with Jeff Reisberg to determine what resources are available to the faculty. Deanna suggested that Scott also contact the library (David Brodosi), and the Dean agreed. Terry suggested that he compose a memo to the faculty once Scott has completed this information and he will solicit volunteers for a small ad hoc committee for necessary student competencies.

Eve Kleiser raised the issue of partnerships with the district regarding Transition to Teaching. Dean Fueyo mentioned how the current structure helps with partnerships and gave two examples. First example—Jim Malek was approached by St. Petersburg College University Center Partnership on establishing two master’s programs—one in reading and one in TESOL. Second example—the math and science master’s program. Andy has worked with Tampa to revise courses in math and science. Andy contacted Dean Fueyo to get clarification regarding our status with SACS. How can we help our colleagues to be involved in the existing internal processes so that the supports we have in place can facilitate and coordinate the efforts? Two concerns—that our faculty feel supported and that outside of the COE our professional partners and members of the community see our faculty as representatives of the COE. It is important to follow

internal channels and go forward with a plan that has been vetted. During the Brown Bag discussion Dean Fueyo said she heard an example of a conversation that was only held outside of the college without going through channels in the College. Terry said that this is what the Community Partnership Committee is for. It serves a gatekeeper role to avoid overextending ourselves, either fiscally or in terms of time commitment. Council members agreed that the Partnership Committee should be involved in all these types of partnerships. The Dean asked for clarification of how she would be connected to the process—perhaps to be involved in the brainstorming stage and then have the Community Partnership Committee consider the proposal. The Dean offered to draft a memo for the Council's input on a procedure. Terry said that it should come from him, and the Dean agreed to this.

### **Bylaws of the Constitution**

The proposed by-laws were presented to faculty at the January 21 meeting. Deanna is waiting for feedback but will send out the draft to all faculty via e-mail.

### **Faculty Input Issues**

Deanna indicated that some faculty feel that the Administrative Council may be carrying out certain functions of the College Council. The Dean said that minutes from both councils will be distributed via e-mail until the glitch in having them posted on the College website is fixed so that the misunderstanding can be allayed. Joyce asked if she should ask Mary Ann to distribute the minutes from all Council minutes this academic year, and the committee agreed.

Dean Fueyo said that Administrative Council helps ensure that each faculty member's interests are represented in offering specific courses each semester, and Dean Micklo handles the logistics of establishing the schedule and putting it on OASIS. She explained that each semester the College receives a printout of all courses that have been offered, and Dean Micklo eliminates courses that will not be offered that semester.

### **Dean's Report**

USFSP participated in a national survey of freshman and seniors and received feedback on students' experiences at USFSP. One significant issue that emerged is that students rated USFSP faculty mentorship low in regards to availability and involvement. Dean Fueyo held a meeting with COE faculty who advise students to learn what they believe are important elements of advising and mentoring. By March 10 the faculty who met with the Dean will send her their input, and she will summarize it and distribute it to the faculty. The two purposes of the input are to identify the critical ingredients in faculty advising and to develop criteria for annual review and for making assignments.

The Dean distributed the new USF policy on consensual relationships and asked the Council to send their comments to D.L. Brown.

The Dean has ordered a copier from non-recurring funds.

**Adjournment**

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

### Summary

Motions	Approval Status
Approve the December 2004 minutes.	Barbara made the motion.
	Deanna seconded the motion.
	The Council unanimously approved.
Approve the January 2005 minutes.	Deanna made the motion.
	Terry seconded the motion.
	The Council unanimously approved.

Actions (Follow-up)	Person(s) Responsible	Deadline (if any)
Examine the UFF contract and other pertinent documents to determine whether the Annual Review Committee, which includes untenured faculty, can eliminate the requirement that they make decisions about progress toward tenure.	Barbara Frye	
Ask Scott Waring to communicate with Jeff Reiser and David Brodosi regarding technology resources available to the faculty.	Dean Fueyo	
Send a memo to the faculty regarding technology resources and training opportunities and solicit volunteers for a committee to determine necessary student competencies in technology.	Terry Rose	
Draft a memo for the College Council's input on a protocol for COE notification and approval of any partnerships or projects involving the community.	Terry Rose	
Ask the support staff to send this academic year's minutes to faculty via e-mail.	Joyce Nutta	