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College of Education Council Meeting : 2013 : 01 : 11

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**College Council Meeting Minutes
January 11, 2013 9:00AM- 10:45AM**

Dr. Olivia Hodges opened the meeting at 9:00AM

I. Recognition of Members and Alternates

Present: Dean Bill Heller, Deans Report and Ms. Angelica Foley, note taker of meeting minutes

Members: Dr. Bonnie Braun, Dr. Guda Gayle-Evans, Dr. George Roy, Dr. Kim Stoddard, Dr. Larry Johnson

II. Recognition of Guest

Guest: Dr. Steve Lang, Mr. Benjamin Smet, and Dr. Zafer Unal

III. Approval of Agenda

Dr. Hodges called for an approval or additions to the Agenda; additions were made, and a motion was made to approve, second, and passed.

Additions:

- FEAPS
- Core Message: New redesign of COE website

IV. Review College Council Minutes

Dr. Hodges called for a review of the previous College Council Minutes. A motion was made to approve, second, and passed.

V. Report from the Dean

Dean Heller recognized the new COE website committee team: Mr. Benjamin Smet, Dr. Lyman Dukes, Dr. Zafer Unal, Ms. Angelica Foley, and Mr. Michel Fougeres, External Affairs. These folks will be working on aligning our website with the university design and implementing our core messages and values into the webpage. Our college is the first college to begin integrating into the new university webpage. There is a meeting on Monday, January 14, 2013 with myself and the committee.

Dean Heller informs that February 5th and 6th Eileen McDaniel, Educator Recruitment, Development, & Retention for the Florida DOE, has asked institutions to send representatives to Common Core Training in Orlando. Ms. Ogletree will be in attendance and Dean Heller request some of the faculty to attend. He will need numbers of attendees for this. More details coming soon on place in Orlando where this training will be held. Dean Heller updates that the previous training had weaknesses on the Secondary and Special Ed Level of common core standards.

Dean Heller, acknowledges applicants and Committee of Tenure and Promotion:

- Dr. Zafer Unal, Associate Professor
- Dr. Lyman Dukes, Professor
- Dr. Alex Brice, Professor

He thanks the Tenure/Promotion Committee for a wonderful job in reviewing the applicants. Dean Heller states, it was a privileged for me and the committee to review all the applicants work.

Dean Heller updates that if Tenure/Promotion agrees, he would like Ms. Khattabi to apply for Instructor Level 3 status.

Dean Heller recognized our interviews for the Staff Assistant position. He asked that Ms. Angelica Foley, update College Council. Ms. Foley states, that there were 95 applicants and it was narrowed down to three. All interviews went great and the Staff and Administration has decided to offer the position. Ms. Foley will update at next meeting.

Dean Heller updates on Fairmont Park partnership and thanks Dr. Gayle-Evans and Dr. Braun for placing mentors and interns into Fairmont classes. Dr. Gayle-Evans updates that Fairmont Principal; Cooper Dawson will be visiting her class to talk about volunteering at the elementary school. In addition, Dean Heller updates that Dr. Anna Lewis is working on developing a community fair at Fairmont to get the neighborhood involved and also setting up a garden around the school. Dean Heller followed up that Fairmont Partnership is really coming along and the next step is to meet with PCS Superintendent and talk about the stability and how important it is in that school. Dean Heller updates council that William Hogarth, Intermittent Chancellor supports university wide support for Fairmont Partnership.

Dean Heller reports to minimize the time in the Incomplete grade process, there will be addition in the contracted letter of offer to adjunct faculty, that if they give a student an incomplete, the adjunct needs to stay in contact with the student and administration of the college to make sure all necessary work is completed and the incomplete grades gets lifted, even if it is after their semester of working. Dean Heller also expresses the equity of giving an incomplete grade and we need to be fair to each student, there has to be a legitimate reason for this incomplete.

The discussion continues to “Z” grades:

Dr. Braun informs Committee and Dean of the issue with internship courses remaining as continuing courses, leaving “Z” grades to be given each term. The “Z” grades cannot be changed unless a change of grade form is filled out. This creates problems because students in their final internship graduate the end of that semester, furthermore, internship advisors have to give a “Z” grade which slows down the process and creates a longer timeframe and a rush to all involved to change the “Z” grade to the correct grade so the student can graduate. Dean Heller suggest that he would like an email from Dr. Braun and Dr. Stoddard explaining the situation and he will follow up with the registrars to see if any corrections can be made. The committee asked Dr. Lang to bring this to the Senate meeting, and he has confirmed. Dr. Stoddard informs that she has contacts over at Tampa and they do not have this problem with their courses. To be continued at next council meeting.

Dean Heller is updating the Annual Report for the College and has asked council to email if there are any special updates that they would like added to the report.

Dean Heller informs that enrollment is up at the Graduate Level. He also reports that COE Student, Elizabeth Kent was given the King O’Neil Award during Fall 2012 graduation ceremony.

Before Dean Heller’s exits, Dr. Hodges thanks him for his continued support. Dr. Stoddard also thanks him for the support of Artista’s Cafe, and because of him and the Memorandum of Understanding, we are successfully in operation.

Before Dean Heller exits, guest to committee, Benjamin Smet updates Dean and council on photos needed for our webpage and college. He suggests that we need photos that pinpoint our courses, workshops and community involvement.

VI. New Business

A. Action Items

1. Security of building during evening hours:

Dr. Hodges reports that in light of the Shady Hook tragedy, I would like to bring up that we need more security in our halls during night classes. There are several nights that she and other council members have never seen police presence, not even a walk through. This is a concern to the whole university. Dr. Hodges proposes a motion to bring to the Senate; Dr. Lang and Dr. Gayle-Evans, agrees they will bring to the Senate Meeting for discussion.

2. Reserving Classrooms for Course work:

Dr. Braun reports on the issue she is having about charging of rooms. She has internship seminars that run all day, as well as, TWS events; the only classrooms available to fit this magnitude of attendance is DAVIS 130 and Harbor Hall, which there is now a charge to use these rooms. Also there are additional charges to use the projector/microphone. She questions why colleges are getting charged to use these rooms when in her case, it is used for coursework. Dr. Stoddard believes there should be no charge if these rooms are used for coursework or student organizations. Dr. Hodges motions the COE is opposed to charging for classroom

space for coursework, student organizations, or any activity initiated by faculty, staff/students. Dr. Lang and Dr. Gayle Evans agree that they will bring this issue to University Senate for discussion.

3. Faculty texts from Barnes and Nobel:
Dr. Hodges discusses communication between administration, Barnes and Nobel, and Faculty. There has been a new rule that Barnes Nobel has conveyed they informed Administration about in Spring 2012, however, this was never brought to faculty. Faculty cannot borrow texts from Barnes and Nobel no matter the circumstance, even though, in the past it was allowed. Currently, they will need to pay for the book out of pocket and keep the receipt. They can return the book once the desk copy arrives. This has been brought to the council as informational and questions arise about communication between administration and faculty. This will be brought to the Faculty as a whole during the faculty meeting.
 4. Spring 2014 Schedule:
Ms. Angelica Foley updates the council that Spring 2014 schedule will be dispersed in all program coordinators boxes on February 4th. More details coming to next council meeting.
 5. Teachers as Leaders Institute:
The conference dates are June 13-14, 2013. Pedro Niguero will be the keynote speaker on June 14th.
 6. CORE Messages, Website: Benjamin Smet and Angelica Foley inform the council that the new website is underway. The website committee will meet the week of January 14th, and start collaborating. Benjamin discusses that we need to align our core messages with the university. He would like to bring this to the faculty meeting and discuss ideas on the college's core messages. Dr. Braun follows up that we have our messages in our conceptual framework. We cannot change our messages unless we update our conceptual framework for the college. Ms. Angelica Foley will work on providing a draft of the COE core messages by obtaining them from COE's conceptual framework. More updates coming soon
- B. Faculty and Senate Committee Report
Dr. Steve Lang reports:
- Scheduling times and classroom space issues are a still a float in the Senate meeting.
- C. Committee Report:
Dr. Braun reports that Curriculum and Program committee did not meet in December. Also, Dr. Dukes will be bringing documents to next meeting to request updates to be made to our generic course numbers.

Also, Dean Heller would like to start a retention course for freshman students wanting to enter the COE program. Dr. Braun has already been working the advisor who taught this course in the past, Sheila Goethe.

Next, Dr. Braun reports on the Partnership Committee:
MOU with Artista Café is locked in stone. We currently have two final interns doing their internship there for 6 weeks and one practicum student. One of these final interns has been hired for weekend coordination by the Artista's Café.

Adjourned:

Next Council Meeting is February 1, 2013 10:00AM-12:00PM in COE Conference Room