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College Council Meeting Minutes

College of Education (COE)

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3-21-2005

## College of Education Council Meeting : 2005 : 03 : 21

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USF St. Petersburg  
College of Education Council  
Minutes of, Meeting March 21, 2005

**Members Present:** Barbara Frye, Deanna Michael, Cynthia Leung, Brie Reck, Joyce Nutta. Vice Chair, and Terry Rose, Chair **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—**

Jeff Reisberg's name was misspelled. A sentence was added to clarify the partnership issue—channels in the college and transition to teaching.

**Curriculum and Programs Committee**

Cynthia reported that the committee met regarding the Science and Math program and a non-substantive change to a course in the MAT in Special Education. Andy Reeves submitted documentation for changing special topics courses to permanent number courses in the Math and Science program. The Dean said that we have been offering this degree for a while and have graduated students. It's important to note that we are not approving a new degree program but are approving syllabi of courses we're offering. Deanna asked if the program is in the catalog, and the Dean said yes. The Dean said that Andy is requesting to make substantive changes to an existing program. The Dean asked if there are guidelines for the committee that explain the procedures and considerations if one plans to propose, for example, a substantive change to a course or program. Steve Ritch will meet with the Dean to clarify how to proceed with these requests. Terry asked Cynthia to get the Council members electronic copies of the completed forms. Brie suggested that the C&P Committee work from the Graduate Council forms and add anything they need to for the College.

**Tenure and Promotion Committee**

The committee will convene Monday, March 28 from 2:00 to 3:30 to meet with the mid-tenure candidates. The Dean will send out the feedback to the two candidates in advance of the meeting. The Committee is also planning to draft a statement of the College of Education's values regarding tenure and promotion.

**Community Partnership Committee**

Barbara reported that Margy Burns Knight will be at Rawlings Elementary on April 7 followed by a reception at the Williams House and a presentation. The children's artwork in the College of Education office will be changing once the Committee members review new artwork.

**Annual Review Committee**

Barbara reported that the Committee will meet on March 22 to finish the reviews. Two people reviewed each faculty member's narrative and documentation. Deanna asked

about the documentation and Barbara responded that the documentation listed was a suggestion of what might be included, not a requirement. Joyce asked whether faculty had two options: 1) to provide information in the narrative and not include documentation other than the required documentation; or 2) to keep the narrative brief by referring to documentation that provides the information for review, and the Dean and committee members agreed. Terry asked about the expense of the copies of documentation. The Dean suggested that faculty be informed to include copies and not originals, and that in the future we will have the option to submit our annual reviews electronically.

### **Brown Bag Forum**

Brie reported that those in attendance were in support of the constitutional amendment. Joyce stated that she created a forum on Blackboard for a Virtual Brown Bag. The amendment will be sent out ASAP. The due date will be 20 working days at close of business from the day that the ballot goes out. Terry will get this out to the faculty.

### **Council Membership**

Cynthia is serving in Xenia's place due to Xenia's extended leave of absence. This year we will need someone from Special Education, Leadership, Foundations, Social Foundations, and Measurement, and Secondary Education. We typically send an e-mail to all eligible faculty to self-nominate or nominate another faculty member. Deanna, Barbara, and Terry will not be eligible to run. Joyce will be chair next year. Next year we will need to select a new vice chair. Joyce will handle the elections this year. Brie will assist Joyce in counting the votes. Two envelopes should be provided for faculty to sign and seal. The Dean offered Ka-Rim's skills to help Joyce with the logistics. Terry asked whether we should allow people to retrieve their votes once they are cast. Brie suggested that the votes not be opened until the deadline. The Dean recommended that we keep the process simple and not allow people to rescind or re-vote—Once the ballot is cast, it will not be returned to the voter. A new Faculty Council member will be elected. Also, the amendment to the constitution will be circulated for a vote. Changing the by-laws will allow for the removal of non-tenured members on the Tenure and Promotion Committee. The COE Tenure and Promotion Committee followed the proper procedures that were in effect at the time of their deliberations.

### **Petition Review Committee**

None were submitted.

### **Dean's Report**

The items brought to the Council are: Criteria for Supplemental Summer Assignment for Summer 2005; Teaching Excellence Awards; Research and Service Awards; Eckerd College Articulation Agreement Progress Report; Educator Preparation Institutes Progress Report

The Dean asked Gary Mormino to include a campus-wide non-tenure award. In the meantime, our College will support a non-tenure award. The Council agreed that the applications will be stored in the document room in COQ 216. The Dean asked if the Council supported having a research and service award, and the process and prize should

be equivalent to the teaching award. She distributed a letter from R.E. LeMon regarding Educator Preparation Institutes. She said that it is important that we be a player, but until there is a different way for us to do what we do beyond student credit hours, she is reluctant to commit us to the institutes. She is talking to the district about possibilities for partnering. Terry suggested that we could upgrade the skills of substitute teachers, and Joyce said that similar efforts to help paraprofessionals become certified would be a good option. Brie asked whether continuing education courses could be used to prepare potential students for a degree/certification. The Dean will discuss the issue with the district and will bring back the information to the Council. Eckerd College is very interested in a formal articulation agreement with USFSP.

**Chair's Report**

Terry spoke to Scott about getting the Findlay data from the surveys. He will follow up this week.

**Adjournment**

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

### Summary

Motions	Approval Status
Approve the minutes from 2/14/05	Barbara made the motion.
	Cynthia seconded the motion.
	The Council unanimously approved.
Extend Cynthia's interim membership on the College Council to coincide with Xenia's leave without pay.	Deanna made the motion.
	Brie seconded the motion.
	The Council unanimously approved.

Actions (Follow-up)	Person(s) Responsible	Deadline (if any)
Send out the ballot for the Constitutional Amendment	Terry Rose	
Seek nominations for College and Faculty Councils	Joyce Nutta	