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College Council Meeting Minutes

College of Education (COE)

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10-14-2013

## College of Education Council Meeting : 2013 : 10 : 14

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**College Council Meeting Minutes  
October 14, 2013 10:00AM-12:00PM**

Dr. Kim Stoddard opened the meeting at 10:00am.

**I. Recognition of Members and Alternates**

Present: Dean William Heller, Dean's Report and Ms. Angelica Foley, note taker of meeting minutes

Members: Dr. Bonnie Braun, Dr. Guda Gayle-Evans, Dr. Cynthia Leung, Dr. Kim Stoddard, Dr. Deanna Michael, and Dr. Larry Johnson

**II. Recognition of Guest**

Guest: Dr. Lyman Dukes, Associate Dean  
Guest: Dr. Steve Lang, Senate Representative

**III. Approval of Agenda**

Dr. Stoddard called for an approval or additions to the Agenda. A motion was made to approve. The motion was seconded and passed.

**IV. Review College Council Minutes**

Dr. Stoddard called for a review of the previous College Council Minutes in September 6, 2013. A motion was made to update and amend the September 6, 2013 minutes. A motion was made to approve. The motion was seconded and passed.

**V. Report from the Dean**

**A. Budget:**

The College of Education Budget for 2013-2014 academic year is in process. All travel will be approved on a case by case basis. The college is still awaiting word on funding for Fall 2014 NCATE Accreditation visit.

**B. Outstanding Graduate Student**

Dean Heller reports the lack of nominations for the Outstanding Undergraduate Student award which is given out during commencement.

**C. NCATE Accreditation:**

Dean Heller reports that he would like all faculty, staff, and administration involved in NCATE accreditation. Ms. Becky Ogletree, NCATE Coordinator will send out a timeline leading up to the Fall 2014 visit.

**VI. Old Business**

**A. Election of T & P new member:**

Dr. Bonnie Braun updates College Council that the newly elected member of Tenure and Promotion Committee is Dr. Terry Rose

**B. Final Review of Committee/Council membership:**

Dr. Kim Stoddard called for a review of the College's Committees/Councils; a motion was made to approve. The motion was seconded and passed.

**C. Policy for Caps in class size:**

Dr. Lyman Dukes reports, that currently there is not a university policy on caps for class sizes. He informs the committee that he will diligently be looking at the caps each semester.

**D. Offering Friday Classes:**

Dr. Lyman Dukes reports, the solution for classroom space utilization is offering Friday classes. College Council charges Dr. Dukes to send an email to faculty for volunteers to teach on Fridays.

**E. Student of Concern Committee**

On September 6, 2013 College Council motioned to charge the Ad Hoc Committee to make a formal concrete process with regard to the Student of

Concern Committee; Dr. Lyman Dukes reports that the SOCAT committee will be instituted in the middle of October.

**F. Doctoral Program from Tampa update:**

On September 6, 2013 College Council approved a motion to introduce the possible collaboration and partnership with USF St Petersburg College of Education and USF Tampa College of Education to offer a doctoral program cohort in Secondary Education. Dr. Bonnie Braun, Chair of Curriculum and Programs, reports that C & P approved the shared program and now charges it to faculty. A meeting with Dr. Howard Johnston to answer any questions from faculty is scheduled for Friday, October 18, 2013.

**G. Bookstore and textbook issue:**

Dr. Lyman Dukes reports that the Barnes and Nobel bookstore will not make any updates to editions without faculty knowledge.

**VII. New Business**

**A) Graduate Advising in summer**

Dr. Deanna Michael reports that advising students during the summer is more prevalent since teachers are on summer break. However, since the university went to an entrepreneurial model, advising is not part of the summer workload. Dean Heller charges advisors to research how much time they are advising in Summer A, B and C terms. Dean Heller charges Dr. Dukes to send an email to advisors to document a reasonable amount of time they advise during the Summer term. However, Dean Heller questions if there will be enough money generated to put toward advising.

**B) Accessibility for individuals with disabilities (continuing problem)**

Dr. Larry Johnson reports the continuing problem with ADA doors in the Davis and Coquina bathrooms. Dean Heller reports that he will check into this issue.

**C) Discussion with Tom Schurberger about News and the COE**

Tom Schurberger and Michel Fougeres from University Advancement report to college council the importance of university news. They requested help from the college on promoting news.

**D) How is grant involvement determined within the university?**

Dr. Deanna Michael questions how grant involvement is determined within the university. She continues to report the lack of an institutional program within the university to help faculty with grants, procedures, and guidelines with applying for grants. Dean Heller reports that the search for a grant officer is under way and charges college council to set up a meeting, once the officer is hired.

**E) Midterm Grades Regulation regarding Summer**

Dr. Lyman Dukes reports that Tampa has set forth the initiative for courses during the summer term to have a midterm grade; USF St Petersburg is working to be opted out of this decision.

**F) Professional Training Option**

Dr. Lyman Dukes suggested that USFSP COE consider adding a strategies methods course to the PTO minor. However, College Council informed Dr. Dukes that the PTO students are getting their methods in the general content area by offering the Practicum course, which is taught by an ESOL Secondary Education instructor.

**G) Student of Concern Committee for Campus:**

Dr. Lyman Dukes reports that Dr. Julie Wong, Regional Associate Vice Chancellor of Student Affairs is requesting an individual from College of Education sit on the University SOCAT Committee. College Council charges Dr. Dukes to send an email to faculty requesting volunteers.

**H) Tenure & Promotion guidelines:**

There has been much discussion within the USF System regarding Tenure and Promotion guidelines. USFSP Faculty Senate Representatives are working diligently to ensure that the USFSP campus along with other regional campuses are involved in this process. Dr. Lang told the Council that a black-line draft comparing the 1998 Tenure and Promotion Guidelines and the USF Tampa Faculty Senate proposal has been created by Senator Chris Davis of the USFSP College of Business and will be distributed to faculty.

**I) Faculty/Senate Report:**

Dr. Steve Lang and Dr. Deanna Micheal report that Faculty/Senate has requested campus organizations and or departments to meet with Faculty/Senate in an effort to open communication and understand how

processes and decisions are being made within the organization/departments throughout the university.

**K) Committee Reports:**

Dr. Bonnie Braun updates on Curriculum and Programs and Partnership Committee:

- A. Retention Course for the College of Education is in process and a syllabus is being revised
- B. Level 2 (6-12) internship course number has been approved, EEX 4880.
- C. Special Education proposed degree was punted back to Academic Affairs.
- D. New Graduate Program: Environmental Education, formal proposal brought to Curriculum and Programs, by Associate Professor of Environmental Sciences Rebecca Johns, Ph.D
- E. Pinellas County School Foundation and the Partnership committee collaborated on early literacy screening; currently over 4,000.00 students have been screened.

**Additional Announcements:**

- Dr Bonnie Braun reports that the Early Childhood program is written in the undergraduate catalog and the College of Education will start by offering a course in Summer 2014.

**Next College of Council meeting is Friday, November 15<sup>th</sup>, 10:00am-12:00pm**

**Adjournment:**

Dr. Stoddard adjourned the meeting at 12:00PM  
Minutes submitted by: Angelica Foley