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College of Education Council Meeting : 2005 : 10 : 11

University of South Florida St. Petersburg. College of Education. College Council

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**USF St. Petersburg
College of Education Council
Minutes of October 11, 2005**

Members Present: Brie L. Reck, Acting Chairperson; Marilyn J. Bartlett, Vice-Chairperson; Wm. Heller; Guda Gayle-Evans; Cynthia Leung

Ex Officio Members Present: Deanna Michael, Dean Vivian Fueyo

Guest: None

1. Call to Order

College Council Chairperson Brie Reck called the meeting to order at 1pm.

2. Review and approval of the meeting minutes:

The College Council gives a special thank you to Deanna Michael for taking the minutes at the September and October meetings.

a. The minutes of the August 18th, 2005 meeting:

Corrections were made by the Council. The motion to approve the minutes was made by Bill Heller and seconded by Guda Gayle-Evans. The Council unanimously approved the minutes.

b. The minutes of the September 13th, 2005 meeting:

Corrections were made by the Council. The motion to approve the minutes was made by Cynthia Leung and seconded by Bill Heller. The Council unanimously approved the minutes.

c. Three suggestions were discussed by the Council and acknowledged as a “way of working.”

(1) Each standing committee will approve their minutes and forward the same to College Council to be acknowledged and posted at our Web site.

(2) The College Council meeting minutes will be forward to each member by the end of the week in which the meeting takes place. Members will have an opportunity to correct the minutes and return them to the vice-chairperson by the beginning of the following week so that the corrected minutes can again be forwarded to each member to be “acknowledged as being correct” via email. Once all of the members have acknowledged the correctness of the minutes, then the minutes will be posted on the COE web site. These minutes will be formally approved at the next College Council meeting.

(3) The order of discussion items at the College Council meeting will now include “Action Items” after the minutes from the prior meeting are approved. The purpose of “Action Items” is to allow the Council members to follow up on those “actions” planned at the last meeting to enable us to follow up on things to be accomplished.

3. Action Items (follow up)

a. Calendar items on the web site: The Dean sent an email to all faculty asking whether there were dates/events that should be on the “COE master calendar.” However incomplete, the Dean will have the “COE Master Calendar” posted on the web page. As new events/dates become known, they will be added to the Calendar. Deanna Michael proffered that the Faculty Senate will be approving the spring calendar at their next meeting; she will forward the same to the Dean as soon as the calendar is published.

b. The Dean reported that the faculty’s request for access to the Banner system from home is being supported by the office of Academic Affairs and is part of the Academic Affairs budget request this year.

- c. The Dean informed the Council that Zafer Unal is maintaining our COE web site during this period of transition from our old Website to our new one. Once the new Website is active then Ka-Rim will be able to post minutes and make minor changes to the website.
- d. **Action Item:** The Dean has requested that toward the end of the semester that the Council query the faculty whether communications have improved given the increased postings on the COE website.

5. Committee Reports

- a. **Library Committee: Guda Gayle-Evans.** Several “smart classrooms” have been planned for Davis Hall and Coquina Hall. No process has been established for requesting placement in these smart classrooms.
Discussion: Guda will inquire whether a process will be put into place. The question was raised as to why COE classes were being scheduled in Davis when A&S faculty was assigned to Coquina. The Dean offered to follow up with Jennifer Baker on this matter.
 - b. **Curriculum Committee: Marilyn Bartlett.** No report. At the next meeting a Liaison to the College Council will be elected.
 - c. **Tenure and Promotion: Wm Heller.** The committee has met and the work has been divided among the members. At this point, all of the candidates have met with the committee except Brett Jones. The candidates are now aware that their materials are due Nov. 15th.
Discussion: The College Council members expressed a special thank you to Bill Heller for agreeing to serve on the P&T committee.
Members discussed the wisdom of creating a chart of service so that we could see who as served on the P&T committee in the past. Guda Gayle-Evans recommended that we request the P&T committee to create such a chart in August when there will be more members eligible to serve on that committee.
 - d. **Annual Review Committee:** No report. A chairperson needs to be appointed.
 - e. **Community Partnerships: Cynthia Leung** reported: Gueyn Lightsley is the chairperson. The Festival of Reading is taking place on Oct 29th on the USFSP campus. Among the events will be a “Character parade,” author signings, discussion groups, etc. Margaret Hewitt is engaged in an activity with the Marine Science people.
The planning committee anticipates upward of 1200 people to attend. More volunteers are still needed.
 - f. **Academic Appeals Committee: Brie Reck** -No report
 - g. **Conceptual Framework Committee:** No report
- 6. Faculty Council Report: Deanna Michael** reported.
- a. **Mark Durand** requested that the faculty create a **Code of Ethics**. To that end, he proposed that the faculty consider something similar to the Code of Ethics adopted by the faculty of SUNY Albany, New York. The College of Business faculty met and voted to reject the Code from SUNY. The Business faculty stated that in the light of faulty governance, the faculty should propose their own Code.
Tom Smith (COB) proposed that a cross-university college committee create a Code to present to all faculty.

Motion: Marilyn Bartlett moved that “Deanna Michael should inform Tom Smith, et al, which the COE College Council members agree that a “Code of Ethics committee” with equal representation from each of the Colleges should be formed for the explicit purpose of creating the USFSP Professional Code of Ethics.” Bill Heller seconded the motion. There was no discussion and the motion carried with four affirmative votes and one abstention.

- b. The university Faculty Council is seeking the approval of the Colleges to change their name to the “Faculty Senate.”

Motion: Bill Heller made the motion and Guda Gayle-Evans seconded the motion.

Discussion: Brie raised the question whether our “senators” would have representation at the “big table” in Tampa? Deanna offered that Mark Durand is concerned about USFSP obtaining our fair share of monies that have heretofore been given out by the Tampa Senate. Durand believes for us to have our own Senate is another step toward total independence.

Marilyn Bartlett called the question: The motion carried unanimously.

- c. Deanna reported that the Faculty Senate is concerned about merit raises for the faculty. There was some question whether the BOT had any faith in our faculty evaluation process. Deanna offered that the Faculty Senate minutes on the web page was the best source of current information on this topic.

6. **Academic Affairs Retreat Report**

Dean Fueyo invited Brie Reck, as College Council Acting Chairperson, to attend the Retreat with her. In attendance were the Provost Mark Durand, the other College deans and the faculty members they invited to attend, Chris D’Elia, Donna Knudson for Graduate Studies and Research, and Tom Piazze, our new Development officer.

The Dean stated that the Provost asked each of the Deans to submit for discussion any new programs this year. In the College of Education, we have three: a new Reading Masters program and an AS to BS in Early Childhood Development at the University Partnership Center in Seminole, and would not require financial subsidy.

The Dean shared with the Council members the information regarding the National Survey of Student Engagement (NSSE) Report submitted by Liza Stewart. Brie offered that the NSSE instrument itself needs to be shared with all faculty in the College of Education so that the faculty can identify which items correlate with our Conceptual Framework and SLO’s. The COE faculty needs to review each item and determine which are important to us academically. It would be these items in which we would be concerned in subsequent administrations of the questionnaire as we study the response patterns of our COE candidates.

The results of this questionnaire administration tell us little about our COE candidates as they could not be accurately culled out of the response pool. In the next administration of NSSE in the Spring of 2006, our candidates, as COE students, will be more discretely coded to enable us to interpret the response patterns of COE candidates.

In response, the Council members asked the Dean to inform Mark Durand that our faculty will be meeting on November 4th for our Faculty Forum (Brown Bag) and the College Council will meet on November 8th, after which meetings we will report to him.

Action Item: Brie will distribute the NSSE Means Report to the entire faculty with a Memorandum explaining the purpose for the item analysis and that the Council members would like the faculty to look at the items through the lens of our COE CF and our SLO’s as well as

consider whether there other lens we should apply. Deanna noted, for example, that our concern for social justice isn't addressed in the questionnaire.

7. Bylaws and Amendment:

In spring 2005, the College Council made a motion to add "Bylaws" to the COE Constitution. The purpose for adding "Bylaws" to the Constitution is to allow changes to the operational procedures. Without said Amendment a "constitutional amendment" would have to be added in order to make any changes in, for example, Standing Committee structures or procedures. This is also consistent with the changes made by Faculty Senate.

Action Item: Marilyn, with the assistance of Ka-Rim, will prepare the ballot for a full faculty vote. Cynthia will participate in counting the ballots.

Action Item: Brie will draft an amendment to separate the programs of Educational Leadership, Foundations/Research and UG Leadership. After Brie circulates the draft to the Council members for editing and motion practice, Marilyn will create a ballot for dissemination to the faculty for a vote.

Developing a timeline and defining process: Tabled until November meeting.

8. Dean's Report:

a. **Discussion Board:** Zafer is in the process of setting up a discussion board for the Assessment Pilot into which all faculty and participating students can log.

b. **Folio Preparation:**

The Dean thanks Deanna and Marilyn for recommending a timeline for Curriculum and Program and Graduate and Undergraduate committee deadlines for new courses and/or significant program changes in preparation for the DOE folio completion. At this point, a work plan has been developed with the Folio coordinators: Bonnie Braun, Kim Stoddard, Jeani Fullard, Margaret Hewitt, and Gwyn Lightsey.

c. **SUS Dean's fall meeting:**

Linda Blanton, Dean of the College of Education at FIU is the new convener of the State University System (SUS) Deans. She is trying to emphasize that there is value in looking at what all 11 COEs in the SUS do well and what the value is of working as a system. The most important and continuing item remains the legislative budget request for 11.1 M (See Budget request for 2006 page 21 of dean's report) This is the first time that a State-wide request has gone in from the Deans as one voice. The request has been approved by the Division of College and Universities at DOE and by the Board of Governors. It currently is being considered by the Commissioner of Education and the state legislature.

The 11 SUS Deans also identified other areas of common concern. For example, how can the Colleges of Education in the State of Florida teach others the value of having a state wide system of university-based teacher education. Another issue is the "retention" of teachers in the profession, in addition to the issue of recruitment. Since funds have been eliminated from the budget for mentoring programs, retention is a major problem.

Yet another problem teachers are encountering is a financial burden to teachers. All teachers must be fingerprinted, and our undergraduate students are particularly burdened at a time they can least afford another expense.

The dean will update Council members as to the current agenda items.

The Deans lobbied the Department of Education for them to offer the Florida Teacher Certification Examination and the Florida Educational Leadership Examination more frequently and also to offer the exam on-line. The DOE has been responsive.

The SUS Deans have decided that they need “action committees” and have created the following three committees: Technology, Legislative Rule Changes, Increasing Diversity and Building Capacity in the SUS system. Dean Fueyo will be participating in the committee on Increasing Diversity and Building Capacity in the SUS System.

Our ad for our new faculty positions for 2006-2007 will appear in the *Chronicle of Higher Education* on October 21. We will be searching for faculty members in: Science Education, Reading Education, and Math Education.

9. Way of working (Closed session)

Brie stated that it is important that the Council members discuss the issue of Shared governance versus Faculty governance. Thus the members decided that we would ask the Dean not to attend the Faculty Forum (Brown Bag) unless we specifically invited the Dean and her calendar permitted it. The Brown Bag is about faculty governance and we reserve the right to invite her when her expertise is needed.

The Council members noted that while we don’t have Department chairpersons, we have the Dean as academic head and therefore need her to be present at various meetings. Her presence saves us time and eliminates misunderstandings. A blanket policy about the presence of the Dean is unnecessary and we need to have her at the table for College Council meetings.

Action item: Brie will meet and discuss the Council members’ decision regarding Shared governance versus Faculty governance with the Dean.

10. The meeting adjourned at 3pm.

The next College Council meeting is November 8th, 1 pm in the COE Conference Room. This meeting is open to all faculty and they are encouraged to attend.

The next Faculty meeting is December 16th from 10am to 12 noon in Coquina Hall 232.

MOTIONS	APPROVAL STATUS
Approval of August 18 th , 2005 minutes	Bill made the motion
	Guda seconded the motion
	The Council unanimously approved.
Approval of September 18 th , 2005 minutes	Guda made the motion
	Cynthia seconded the motion
	The Council unanimously approved.
The College Council requests that Deanna Michael inform Tom Smith, et al, that the COE College Council members agree that a “Code of Ethics committee” with equal representation from each of the Colleges should be formed for the explicit purpose	Marilyn made the motion
	Bill seconded the motion

of creating the USFSP Professional Code of Ethics.	Four votes in favor, one abstention.
The College Council members endorse the change of name from University Faculty Council to "Faculty Senate."	Bill made the motion
	Guda seconded the motion
	The Council unanimously approved.

COLLEGE OF EDUCATION POLICY APPROVED ON OCTOBER 10, 2005

1. All College of Education Standing Committees will approve the minutes of their meeting at the subsequent meeting and then submit them to the College Council for "acknowledgement" along with that committee's report. The College Council will see that all minutes are properly posted on the COE web site.

2. The College Council meeting minutes will be forward to each member by the end of the week in which the meeting takes place. Members will have an opportunity to correct the minutes and return them to the vice-chairperson by the beginning of the following week so that the corrected minutes can again be forwarded to each member to be "acknowledged as being correct" via email. Once all of the members have acknowledged the correctness of the minutes, then the minutes will be posted on the COE web site. These minutes will be formally approved at the next College Council meeting.

ACTIONS (FOLLOW UP)	PERSON(S) RESPONSIBLE	DEADLINE (if any)
Spring Schedule of the Faculty Senate	Deanna Michael	December 16 th College Council meeting
Draft amendment to divide Educational Leadership and Foundations/Research/UG Leadership	Brie Reck	College Council meeting December 16 th
Inquiry as to why COE faculty was teaching classes in Davis while A&S faculty were assigned rooms in Coquina.	Dean Fueyo	College Council meeting December 16 th
The Dean has requested that toward the end of the semester that the Council queries the faculty whether communications have improved given the increased postings on the COE website.	Marilyn	December 5th
Ask Jennifer Baker if it is possible that all COE classes be given first preference for scheduling in Coquina Hall rather than having A&S classes in Coq while COE classes are sent to Piano Man.	Dean Fueyo	
Curriculum Committee needs to appoint a Liaison to the College Council.	Marilyn	College Council meeting November 8 th
The NSSE Means Report will be distributed to the entire faculty with a Memorandum explaining the purpose for the item analysis and that the Council members would like the faculty to look at the items through the lens of our COE CF and our SLO's as well as consider whether	Brie	College Council meeting November 8 th

there other lens we should apply.		
Prepare and disseminate a ballot for a full faculty vote on the proposed amendment to the COE Constitution.	Marilyn	immediate
Draft an amendment to separate the programs of Educational Leadership, Foundations/Research and UG Leadership.	Brie	immediate
Draft a memorandum explaining how release time for faculty are granted for new course preparation, folio development, etc.	Dean Fueyo	
Draft a memorandum explaining how the COE is given “in kind” contributions allocated for the school through grants. This isn’t clear to me – I think the question is where do we see the grant money received in our COE budget?	Dean Fueyo	