

1-17-2006

## College of Education Council Meeting : 2006 : 01 : 17

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

Vivian Fueyo

Follow this and additional works at: [http://digital.usfsp.edu/coe\\_college\\_council\\_minutes](http://digital.usfsp.edu/coe_college_council_minutes)

---

### Recommended Citation

University of South Florida St. Petersburg. College of Education. College Council and Fueyo, Vivian, "College of Education Council Meeting : 2006 : 01 : 17" (2006). *College of Education: College Council Meeting Minutes*. 47.  
[http://digital.usfsp.edu/coe\\_college\\_council\\_minutes/47](http://digital.usfsp.edu/coe_college_council_minutes/47)

This Other is brought to you for free and open access by the College of Education (COE) at Digital USFSP. It has been accepted for inclusion in College of Education: College Council Meeting Minutes by an authorized administrator of Digital USFSP.

**USF St. Petersburg  
College of Education Council  
Minutes of January 17, 2006**

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

**Ex Officio Members Present:** Deanna Michael, Dean Vivian Fueyo

**Guest:** Joyce Nutta

### **I. Call to Order**

College Council Chairperson Brie Reck called the meeting to order at 1pm. Welcome back to Joyce Nutta!

### **II. Approval of the meeting minutes and other business:**

The College Council gives a special thank you to MaryAnn Harrell for taking the minutes at the December meeting.

#### **A. The minutes of the December 10th, 2005 meeting:**

Corrections were made by the Council. Bill moved to approve the minutes; Cynthia seconded the motion. The Council unanimously acknowledged approved the minutes.

#### **B. The minutes of the November, 2005 meeting:**

Corrections were made by the Council. Bill moved that the minutes of the November meeting be approved; Cynthia seconded the motion. The Council unanimously **acknowledged and** approved the minutes.

#### **C. Votes and Elections:**

1. Marilyn has arranged for the Constitutional amendment vote. The Ballots for the "by-law" vote will be placed in faculty mailboxes on Jan 26<sup>th</sup> and the vote will take place on Monday Jan 30<sup>th</sup>. Faculty may vote early if their schedule requires it.
2. The programs of Special Education, and ESOL held an election to fill the vacant College Council position of Joyce Nutta. Bonnie Braun is now the representative for that faculty.
3. The College Council meeting time has been changed to accommodate the needs of its members. The new time of meeting is from 12noon to 2pm.

### **III. Dean's Report**

#### New Business

- Preparation for SACS site visit February 7-9, 2006  
Joyce Nutta and Steve Micklo will be meeting with all program teams to discuss the outcomes on our 2002-2005 SACS reports to identify sources of data and collection of examples.  
Staff and faculty, who were absent at the December 12 COE faculty meeting, are encouraged to attend SACS informational sessions: Jan 17 2-3:30 DAV 130, Jan 20 2-3:30 DAV 108, or Jan 23 9-10:30 DAV 130

- Proposal for internal, COE-supported faculty sabbatical each fall and spring semester, as long as funds are available, one course release each semester open to a competitive process among all tenure-earning and tenured fulltime faculty.

Bill moved to approve the proposal for an "internal release time" for faculty to continue their research; Guda seconded. Discussion: Guda suggested that we not call it a sabbatical. It will be called a "scholarship release." Brie suggested a Criteria sheet be created. The College Council thanked the Dean for such a generous offer. The motion carried.

- Proposal for COE policy to ensure that all students have the opportunity to participate in the student evaluation of each of their instructors in every class every semester, as long as the enrollments meet the specified minimums of 10 students in an undergraduate class and 7 in a graduate class.

The Dean expressed concern because students in four classes were not given an opportunity to participate in the University required evaluations of instruction this past semester. Each of the students was sent a personal letter by the Dean to complete a confidential evaluation of instruction in the COE office. It is vitally important to conduct course evaluations not only because it is required by Florida state law, but also to demonstrate an ethic of care to and for the candidates. One

suggestion was to place the date of the evaluation on each syllabus. Brie raised the issue of teaching the candidates the importance of the evaluation to the candidates and what evaluations mean to the faculty. Awareness needs to be raised. MaryAnn Harrell will monitor the dissemination of the evaluations. Faculty are going to be more proactive in getting their own class evaluations from MaryAnn in a timely fashion.

- COE office staffing update—
  - 1) Inna's leave and responsibilities--Inna has requested a six month leave, three to be covered by Family Medical Leave. The other three are without pay. **The Dean** has supported Inna's request (and even tried to donate hours to Inna from the Dean's own sick leave hours, but the system would not accept them) and has agreed to hold the position for her until she returns. Kathy Lambert, student assistance, is covering all of Inna's responsibilities.
  - 2) We have made an offer to a senior secretary, Renee Stachnick, who has accepted. She will be joining us on Friday, January 27, 2006. After Renee has been with us a few weeks, there will a re-evaluation of staff duties based upon a better understanding of Renee's skills.
  - 3) We have hired two student assistants, Heather Jones and Cristina Catalana, who will be helping us out at the front desk.
  - 4) Please go to Mary Ann for all word processing and special requests. Because the staff is covering multiple positions during this transition, I have asked Mary Ann to be responsible for work distribution. **PLEASE DO NOT GO DIRECTLY TO THE STUDENT ASSISTANTS FOR REQUESTS FOR ASSISTANCE.**
  - 5) Steve Micklo continues to be the person to contact for any issues for which the Associate Dean has been responsible in the past. Joyce Nutta is working on developing new systems for graduate admissions, coordinating our SACs site visit preparation, and DOE folio submission.
- Using state contract funds available to Special Education programs, and thanks to Kim Stoddard's efforts, we have hired Saskia Ravelli part-time to assist the Special Education Program with recruiting. Saskia's office is in COQ 236J.
- Dr. Gus Stavros, USFSP Campus Board member and campus friend, has given the COE \$100,000 to fund a joint project with the Stavros Institute at USF Tampa to provide opportunities for economic education for Pinellas County teachers

#### Progress Reports on Old Business

- Administrative Council minutes and existing procedures for determining faculty assignments, continued faculty participation in this process, and the Collective Bargaining Agreement will be an item at the February College Council meeting
- The Teacher Leadership Institute, funded by Progress Energy, has been scheduled for May 19-20, 2006 at USFSP. Ann Lieberman, PhD., Senior Scholar at the Carnegie Foundation for the Advancement of Teaching has agreed to keynote the Institute and to serve a "critical" friend and reviewer of the five-course sequence we are developing as a Certificate of Advanced Graduate Study in Teacher Leadership.

#### **Assessment Pilot Progress Report**

- Pilot Assessment System on new server 10/5/05
- Pilot faculty volunteers and students participating identified 10/10/05
- Pilot faculty orientation and organizational meeting 10/10/05
- Discussion board for pilot students and all COE faculty 10/12/05
- Student orientations to the assessment system 10/15/05-11/15/05
- Catheryn Weitman, PhD., Barry University, conducting all day training for faculty in the pilot on how to use and score with the Accomplished Practice rubrics 11/28/05
- Pilot Assessment meeting to review student feedback and plan for the spring semester 12/12/05
- **Letters sent to all ESE and Ed students in the first semester of their COE programs inviting them to attend the sessions during the Level I Seminars designed to teach them about the Assessment System and introduce them to the Accomplished Practices in light of the course objectives that are aligned with the m 1/10/06**
- **Pilot faculty recommended inviting last semester's 35 pilot participants to attend the sessions. I am sending out a thank you letter for their assistance last semester and an invitation letter. The pilot faculty members--Reeves, Jones, Michael, Braun, Unal, Lightsey, Fountain, Dukes, Koorland, Fullard—also recommended that the pilot**

**students' artifacts submitted last semester be acknowledged but not graded until they had the opportunity to attend the training 1/13/06.**

#### **DOE Folio Preparation**

- Folio preparation timeline coordinated with Curriculum and Program Committee, Graduate Council, and Undergraduate Council 10/1/05
- Folio Coordinators, Faculty Support and Tasks finalized 10/7/05 (Elementary Education (UG) and Reading Education (Grad), Margaret Hewitt and Jeani Fullard; ESE MAT (Grad), Bonnie Braun and Kim Stoddard, **English Education (TBA)**)
- Folio preparation meeting to discuss the syllabus template, Tandem Folio feedback and overall progress on the folios 11/14/05
- COE assistance for folio preparation and review
- Hiring of Susan Holderness, PhD., with faculty buy-out funds (Heller) to coordinate folios and provide support to the folio coordinators 11/18/05
- Folio preparation meeting to discuss the progress to date, syllabi completed in the new format and next steps 12/19/05
- **We have decided not to submit an initial program approval folio for English Education at this time because of continued low program enrollments and no faculty member responsible for the program.**
- **Folio meeting with coordinators--Hewitt, Fullard, Braun, Stoddard, Lightsey, and Fields--to discuss timeline for folio completion and submission 1/18/06**

#### **IV. Faculty Senate Report: Deanna Michael**

1. Name Change of Faculty Council to Faculty Senate: The Advising Faculty and the Library Faculty also voted to approve the name change. The COB, COE and CAS had already voted for the name change. The Council unanimously approved the name change of the Faculty Council to Faculty Senate.

2. COB's new Senate Representative to replace Jim Spence is Ron Hill

3. Mark Durand reviewed the SAC site visit set for Feb. 7 – 9th. Durand encouraged all faculty and staff to look at the SACS website: <http://www.stpt.usf.edu/sacsreview> and specifically review the USFSP Mission Statement. The site team will present their findings to the SACS Commission on Colleges who will vote in June regarding SACS separate accreditation for the USFSP campus.

4. Academic Awards Committee. Mark Walters presented several proposed changes regarding the process for Academic and Awards. A change in the Teaching award to include the eligibility of all Instructors. A change in the Research award would include efforts over the last 5 years would be emphasized rather than the last two years.

The Faculty Senate approved of the proposed changes with the addition that compensated service would include only university service. Karen White also suggested that the colleges may want to include an award for part time Instructors.

5. Faculty System Wide Constitution. Karen White asked for a representative from the faculty to serve on the team writing the Faculty System Wide Constitution. Each College will nominate one representative to serve on the committee and a vote will be made at the next meeting to determine the

representative. Susan Greenbaum Tampa Senate, pres, is very supportive.  
We have a difference of philosophy – they are “at war” with administration.  
**FEB 3<sup>rd</sup>: Senate or House of Representative? Constitution Meeting**

6. Faculty are encouraged to attend the campus activities. Wednesday, Jan 25 in CAC meeting room at 4pm Hugh La Follett is hosting Dr.Achard, “Professionalism, Privacy, and Gossip.”

7. Deanna is conducting a survey in the COE to determine in which professional organizations faculty are involved. This is Professional Service. The Dean has offered the college office staff to summarize the data.

## **V. Committee Reports**

**A. Annual Review Committee:** Brie Reck reporting.

Tom Peacock forwarded the Annual Review Guidelines for the Calendar Year 2005 to College Council for approval so it can be implemented. The council questioned how this format will cut down on how faculty time to prepare their annual reports? The Dean offered that the Guidelines speak to that – fewer documents are required. The Dean will ask the Annual review committee to slightly reorder the document to emphasize the committee’s intent to streamline the process for faculty. There will be one page on which to list everything that is required and all additional information to be included in the appendices. Clarity is needed on the expectations. Define what is brief. The Dean asked Marilyn for the template that she uses for her annual summary. Within the Annual Review committee, members will be assigned areas to evaluate. For example, one team will review all faculty documents pertaining to “teaching,” while another reviews “service.” This should ensure a more ‘even’ review of the materials presented.

**B.Library Committee: Guda Gayle-Evans.**

No report

**C. Curriculum Committee: Juanita Fountain**

Marilyn Bartlett reported: The English Education program has been approved by the College Curriculum Committee. This is not a new program but rather programmatic changes within an existing program.

**D. Tenure and Promotion. Guda Gayle-Evans :**

All tenure applicants’ materials have been reviewed by the College Committee and the Dean and sent forward to Academic Affairs. There is a question about the process. At this time, although the Dean writes a letter to accompany her evaluation of the applicants’ files, the College T&P committee does not place a letter in the applicants’ file Committee. After much discussion about the merits of such a letter, Brie moved that the practice of the College T&P committee include writing a letter to support their evaluation of each application. Bill Heller seconded the motion. The motion carried unanimously.

**E. Community Partnerships: Gwyn Lightsey**

Our latest project is judging submissions in the Black History Month writing contest hosted by the Pinellas County Urban League. Faculty are encouraged to become “judges.” The event will take place on Saturday, February 11<sup>th</sup>.

**F. Academic Appeals Committee: Brie Reck**

No report.

**G. Conceptual Framework Committee:**

No report

## **VI. New Business**

Meeting times:

### **College Council Meetings:**

Tuesday January 17 - 12:00 P.M.-2:00 P.M.

February 7 - 12:00 P.M.-2:00 P.M.

March 21- 12:00 P.M.-2:00 P.M. (USF Spring Break = 3/14))

April 18- 12:00 P.M.-2:00 P.M.

May 2 12:00-2:00 P.M.

**College Council Forums:**

January 13 12:00-1:00

February 3\* 12:00-1:00 (Faculty Meeting)

March 20 12:00-1:00 (Monday rather than Friday of Spring Break)

April 17 12:00-1:00 (Friday 4/14 = Good Friday which many of our colleagues observe)

April 29 12:00-1:00

**Faculty Meetings:**

*February 3 10:00-12:00*

*May 5 10:00-12:00*

Thank you to Deanna for joining us at the table today!!

<b>MOTIONS</b>	<b>APPROVAL STATUS</b>
Acknowledge approval of November, 2005 minutes	Bill made the motion
	Cynthia seconded the motion
	The Council unanimously approved.
Acknowledge approval of December, 2005 minutes	Bill made the motion
	Cynthia seconded the motion
	The Council unanimously approved.
Proposal for an “internal release time” for faculty to continue their research proposed by Dean Fueyo. (See attached draft form.)	Bill made the motion
	Guda seconded.
	The council unanimously approved.
Beginning with the academic year 2006-2007, the Tenure and Promotion committee include the practice of writing a letter to support their findings on each candidate.	Brie moved.
	Bill seconded the motion.
	The Council unanimously approved.

**COLLEGE OF EDUCATION POLICY APPROVED ON January 17, 2006**

<p align="center"><b>COLLEGE OF EDUCATION POLICY APPROVED ON January 17, 2006</b></p>

<b>ACTIONS (FOLLOW UP)</b>	<b>PERSON(S) RESPONSIBLE</b>	<b>DEADLINE (if any)</b>
The Dean will ask the Annual review committee to slightly reorder the Annual review document. Let there be one page to list the required and everything else is the appendices. Just list the required elements.	Tom Peacock	None given
Faculty System Wide Constitution. Karen White asked for a representative from the COE faculty to serve on the team writing the Faculty System Wide Constitution	Brie Reck	At the next faculty meeting
The Dean will check to see if internships can use a different evaluation form since the university-wide one does not address issues pertaining to internship	Vivian Fueyo	

**My dear Editors: Were these items ever taken care of? I don't see any evidence in the December minutes.**

<b>ACTIONS (Old Items)</b>	<b>PERSON(S) RESPONSIBLE</b>	<b>DEADLINE (if any)</b>
(from November): 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.	Brie Reck	
(From October) Spring Schedule of the Faculty Senate	Deanna Michael	December 16 <sup>th</sup> College Council meeting
(From October) Draft amendment to divide Educational Leadership and Foundations/Research/UG Leadership	Brie Reck	College Council meeting December 16 <sup>th</sup>
(From October) 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 <sup>th</sup>
(From November) 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	