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College of Education Council Meeting : 2004 : 09 : 13

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USF St. Petersburg
College of Education Council
Minutes of September 13, 2004 Meeting

Members Present: Barbara Frye, Joyce Nutta, Deanna Michael, Cynthia Leung, and Brie Reck **Ex Officio Members Present:** Vivian Fueyo

Minutes of Previous Meeting

The Minutes of August 30, 2004 were approved with the suggested changes.

Standing Committees' Roles and Responsibilities

Brie shared a draft document (COE Standing Committees FAQs) that clarifies the membership and process information of the Standing Committees. The final document can be put on the College webpage. The second step will be to write a formal charge specific to each Standing Committee. Deanna presented a draft of the charge to the Annual Review Standing Committee, Brie and Joyce will prepare a similar document for the Curriculum and Programs Standing Committee. Deanna Michael moved that the COE Standing Committee FAQs be accepted with the discussed revisions (add information on requirements for taking and submitting minutes). Brie Reck seconded the motion and the Council unanimously approved the motion.

The procedures the College Council is drafting will be the by-laws of the constitution and will be posted on the website with the constitution. Requirements common to all committees include the keeping of minutes, with copies of the minutes submitted to the College office. Meeting announcements should be made to the faculty one week in advance. The Annual Review Committee should not keep minutes discussing individual evaluations but should keep administrative minutes. The chairs and/or liaisons of the committees attend the College Council to give reports. The College Council will establish by-laws that comprise procedures for maintaining and record-keeping of each of the Standing Committees and Ad Hoc Committees. Dean Fueyo will look at staff responsibilities to determine who will keep the documents provided by the College Committees.

Brie Reck moved that the liaisons for each Standing Committee initiate an organizational meeting to elect chairs, review the membership and process information and provide documentation to support the beginning of their work. Joyce Nutta seconded the motion. The council approved the motion unanimously.

Annual Review Committee

Dean Fueyo stated that annual review guidelines should include a section on progress toward tenure, as required by USFSP guidelines, and a statement of degrees of excellence in teaching, research, and service that align with the ratings in the annual review (e.g., outstanding, strong, etc.). Wherever possible, the document should link to the faculty handbook, university guidelines, etc. The charge for the Annual Review Committee will be to recall the three subcommittees to complete criteria for each of the three areas of teaching, research, and service. The criteria could include acceptance rate, circulation,

peer review, etc. Highly specialized journals could also be included. The descriptors could be a range in paragraph form rather than as a rubric or checklist. Dean Fueyo and Lyman Dukes will finish the recommendation for the charge of the Annual Review Committee, and Barbara Frye will give the charge to the Annual Review Committee. The Annual Review Committee needs a specific charge now because their recommendations are due to the College Council by October 4. Deanna Michael moved that the College Council charge the Annual Review Committee to reconvene the subcommittees to complete the work of making the recommendations to the College Council for the descriptors for annual review evaluation in teaching, service, and research to be reported to the Council no later than October 4, 2004. Barbara Frye seconded the motion. The committee approved the motion unanimously.

Tenure and Promotion Committee

A timeline and a memo should be distributed to all those who are eligible for tenure or promotion. Terry and Joyce are the liaisons to the Tenure and Promotion Committee. The Council requests that tenure and promotion recommendations (including mid-tenure reviews) be shared with faculty in writing. The Constitution does not indicate that the Tenure and Promotion Committee’s charge includes completing mid-tenure reviews although this should be a responsibility of the Committee. Dean Fueyo will draft an amendment to the constitution regarding adding mid-tenure review to the charge of the Tenure and Promotion Committee. The Dean will investigate whether the amount of documentation required for mid-tenure review can be reduced.

Summary

Motions	Approval Status
The COE Standing Committee FAQs was accepted with the discussed revisions.	Deanna Michael made the motion.
	Brie Reck seconded the motion.
	Council unanimously approved.
The COE constitution will change the titles from CEO to Regional Chancellor from Vice President for Academic Affairs to Vice Chancellor for Academic Affairs to correspond with the change in titles in the campus administration.	Deanna Michael made the motion.
	Brie Reck seconded the motion.
	Council unanimously approved.
The liaisons for each Standing Committee will initiate an organizational meeting to elect chairs, review the membership and process information and provide documentation to support the beginning of their work.	Brie Reck made the motion.
	Joyce Nutta seconded the motion.
	The council approved the motion unanimously.
College Council will charge the Annual Review to reconvene the subcommittees to complete the work	Deanna Michael made the motion.
	Barbara Frye seconded the motion.

of making the recommendations to the College Council for the descriptors for annual review evaluation in teaching, service, and research to be reported to the council no later than October 4, 2004.	The committee approved the motion unanimously.
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Actions (Follow-up)	Person(s) Responsible	Deadline (if any)
Compose a recommendation for the charge of the Annual Review Committee.	Dean Fueyo and Lyman Dukes	
Give the charge to the Annual Review Committee.	Barbara Frye	
Draft an amendment to the constitution regarding adding mid-tenure review to the charge of the Tenure and Promotion Committee.	Dean Fueyo	
Determine which staff member will keep the documents provided by the College Committees.	Dean Fueyo	
Inform Standing Committees of the charge to call an organizational meeting.	College Council Liaisons to the Standing Committees.	