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College of Education Council Meeting : 2004 : 10 : 11

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USF St. Petersburg
College of Education Council
Minutes of October 11, 2004 Meeting

Members Present: Barbara Frye, Joyce Nutta, Deanna Michael, Cynthia Leung, Terry Rose, and Brie Reck **Ex Officio Members Present:** Vivian Fueyo **Guests:** Steve Ritch, Scott Waring, Lyman Dukes

Call to Order

Terry Rose called the meeting to order.

Minutes of Previous Meeting

Brie Reck moved to approve the minutes and Deanna Michael seconded the motion. The Dean commended the Vice Chair for the format of the minutes. The Council unanimously approved the minutes.

Faculty Council Meeting

Dr. Frye cannot attend the next meeting, and Deanna Michael agreed to stand in for her.

Curriculum and Programs Committee

Cynthia presented the minutes from this committee with Steve Ritch's assistance. Steve Ritch is chair and Marilyn is assistant chair of the Curriculum and Programs Committee. The Committee had questions regarding the electronic portfolio and the review of the management systems. Committee membership was discussed. The Curriculum and Programs Committee provided a draft constitutional amendment regarding the number of ex officio members permitted: Five faculty members will constitute this committee along with ex officio members as recommended by the Committee, with a minimum of two, one from ESOL and one from academic advising. Deanna asked whether the change in membership wording would require a constitutional amendment and whether the other amendments could be bundled with this one. Terry suggested having an election with multiple amendments. The Dean advised that the additional ex-officio members be special council designees and the committee agreed that this could be handled in the by-laws. Deanna moved to assign College Council designees to any committee, Barbara seconded it and the committee unanimously agreed. The council designates Judy Wilkerson and Lynnette Fields as College Council designees to the Curriculum & Programs committee.

The Committee had questions regarding its role in approving programs before they are submitted to the DOE. Does the Dean have separate veto power or is the decision made jointly with the Dean? Terry indicated that the Dean does have a separate decision-making step. The Curriculum & Programs committee would make recommendations to the College Council, and the Council would approve or disapprove them and send them to the Dean. Dean Fueyo stated that according to the DOE and NCATE, she is the unit officer and certifies that the program has gone through the appropriate procedures. Dean Fueyo showed a form used by Arts and Sciences. It includes the Curriculum and Programs Committee signature, then the Dean, then the VP of Academic Affairs. The

Dean suggested that the College Council co-sign with the C & P committee. All new programs have to go through the USF Board and the Board of Governors. This campus can recommend its own programs, but no campus can approve its own programs. A document clarifying this process will be forthcoming from the USF administration. The Dean stated that she would examine courses for duplication of content. She said that we can start using the forms for new courses in anticipation of the document from the administration. Steve Ritch indicated that he will review the new course form to be sure that it includes a rationale for a new course and avoidance of duplication.

The Committee also agreed that the syllabus checklist should be linked to the basic syllabus. Dean Fueyo said that the syllabus checklist was designed by the C&P Committee to make sure that all the university requirements are included in the syllabus. It will be different from the DOE syllabus since the DOE doesn't require academic honor code, etc. Steve Ritch said that Judy Wilkerson indicated that certain DOE requirements are missing on the checklist. The Dean suggested that the faculty look at the DOE process separate from the USF process.

Technology Training Partnership with Findley University

Scott Waring discussed a potential new partnership between USFSP and University of Findley. He met faculty from that program in a PT3 meeting. The University of Findley would like us to be their partner institution and would like to set up a faculty lab with a computer, scanner, printer, document camera, laptop and projector, digital video cameras, videoconferencing unit in Coquina Hall. They would have monthly meetings on our campus. The first meeting will be on November 12 on digital still photography. The Dean suggested a needs assessment of the faculty and indicated that infusion of technology is a goal of the University and College. Terry suggested that Scott's proposal should go to the Community Partnership committee for approval.

Tenure and Promotion

Two ex-officio committee members need to be identified. The Council will use a list of the tenure-earning faculty members who are not currently up for tenure or mid-tenure review, including Brett Jones, Robert Egley, Larry Johnson, Deanna Michael, and Marilyn Bartlett. Terry will send them an e-mail. Joyce is chair and Margaret is assistant chair.

Community Partnership Committee

Barbara is chair and Joyce and Gwyn are co-assistant chairs.

Annual Review Committee

Bill is chair and no assistant chair has been selected yet. The Dean and Lyman, who chaired the committee for the last two years, distributed two memos regarding annual review procedures. The memo dated September 28 clarifies issues that the faculty indicated weren't clear—the information is from University guidelines. The memo of September 22 provides the Dean's and Lyman's suggestions on the process. The charge to the committee may come from the report that the Dean and Lyman will give to the council. Point number 3 on the September 28 memo (the requirement that the Committee

evaluate faculty members' progress toward tenure) was discussed, and concerns were raised regarding having untenured members of the annual review committee making recommendations on the progress toward tenure of faculty members. The Dean stated that this part of the process is in the university guidelines, and while it certainly can continue to be discussed, it is important that the university procedures be followed. The Dean also suggested that the criteria for teaching, research, and service will assist in making these decisions. Barbara asked if the Committee could indicate that based on a faculty member's rating of outstanding and strong on teaching and service s/he is making adequate progress toward tenure. The importance of tying descriptions of a faculty member's performance in teaching, research and service, and the "progress toward tenure" statement were also discussed. Lyman asserted that a non-tenured faculty member should not chair the annual review committee. Barbara asked the Dean to provide a copy of a well-composed review as an example to this year's committee. Barbara moved to distribute the September 28 memo to the faculty and Brie seconded it. The committee agreed unanimously. The September 22 memo will be shared with the Annual Review Committee. Barbara suggested that the Annual Review Committee send a letter to the faculty through the College Council outlining the recommendations on the September 22 memo. Terry suggested adding Lyman's suggestion of requiring the chair of the committee to be tenured. Brie shared Marilyn Bartlett's information on annual review at other institutions with Barbara to discuss with the annual review committee.

Minutes of Committees

Terry said that the minutes of all standing committees are a report to the Council and should go to the Council first. The Dean suggested that the Council minutes could include the main points of the committees and that the committee minutes be distributed to the faculty with a note that for further information to refer to the linked College Council minutes. Barbara said the procedure is for a committee to send the minutes to Terry, the Council will discuss them and reflect the discussion in the Council's minutes, and then Terry will send both minutes to Scott to post on the web and link together. The Dean will talk with Scott to see where they can go on the College website. At the next meeting she will share the information with the Council, and the Council can then make recommendations.

Petition Review Committee

Steve Micklo is handling student petition review alone now and needs collaboration from the faculty. He would like a committee of three members. The Dean suggested starting a student committee that deals with all student issues as a way to increase student voices. Barbara Frye suggested that a student be part of that committee as well. Barbara moved that we establish a COE student petition review committee. Deanna seconded the motion. The Council agreed unanimously.

Amendments to the Constitution

Brie moved that we create by-laws for operationalizing and codifying the procedures that define the way of work in the COE, rather than creating a new amendment each time processes need to be defined. The bylaws would be regularly reviewed, amended and voted on by the faculty. Deanna stated that creating a standing committee should be a

constitutional amendment. Brie proposed that we develop an amendment to create procedural by-laws. Barbara seconded the motion. The Council unanimously agreed. Dean Fueyo asked if we needed a constitutional amendment to bring the constitution in line with university guidelines. Deanna suggested that we do unless it's a procedural policy. Terry asked that we get an operational definition of by-laws. Dean Fueyo will get a copy of the by-laws of the department where she was previously chair. Brie will provide models from other universities. Brie and Deanna will examine the by-law issue and report to the Council.

The Dean distributed a draft amendment to the constitution regarding mid-tenure review.

Dean's Report

College budget allocation is held up by the collective bargaining agreement for this year. The deans have been told to assume they have the same allocation as last year. Jim Malek has approved the search for an assistant professor in Educational Leadership pending the approval of state funds. Central administration will no longer keep a fund of 3% of the college's budget (non-recurring funds of \$58,000 to COE). The Dean asked for Council input on using part of these funds for office upgrades for furniture for faculty who did not get new furniture—new bookcases, new desks, etc.

Adjournment

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

Summary

Motions	Approval Status
Assign College Council designees to committees as necessary.	Deanna made the motion.
	Barbara seconded the motion.
	The Council unanimously approved.
Distribute September 28, 2004 memo on Annual Review Procedures to COE faculty.	Barbara made the motion.
	Brie seconded the motion.
	The Council unanimously approved.
Establish a COE student petition review committee.	Barbara made the motion.
	Deanna seconded the motion.
	The Council approved the motion unanimously.
Develop an amendment to create procedural by-laws.	Brie made the motion.
	Barbara seconded the motion.
	The Council approved the motion unanimously.

Actions (Follow-up)	Person(s) Responsible	Deadline (if any)
Review new course proposal forms for rationale and avoidance of duplication.	Steve Ritch	
Solicit two ex-officio members for the Tenure and Promotion Committee.	Terry Rose	
Distribute a well-written sample annual review to the Annual Review Committee.	Dean Fueyo	
Distribute sample by-laws to the College Council.	Dean Fueyo	
Examine by-laws and report to the College Council.	Brie Reck and Deanna Michael	