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## College of Education Council Meeting : 2012 : 11 : 02

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College Council Meeting Minutes  
November 2, 2012 10:00 – 12noon  
USFSP College of Education

Dr. Hodges opened the meeting at 10.00 AM

I. Recognition of Members and Alternates

Present: Dean Bill Heller, Dr. Olivia Hodges, Council Chair;

Members: Dr. Bonnie Braun; Dr. Guda Gayle-Evans; Dr. Larry Johnson; Dr. George Roy.  
Dr. Kim Stoddard

II. Recognition of Guests

Guests: Dr. Cynthia Leung, Senate Liaison; Dr. Lyman Dukes, Associate Dean

III. Approval of Agenda

Dr. Hodges called for either an approval or additions to the Agenda. No additions were made to the agenda, a motion was made to approve, second and passed.

IV. Review of College Council Minutes

Dr. Hodges called for a review of the previous College Council Minutes. A motion was made to approve as written, second, all approved.

V. Report from the Dean

Dean Heller and Associate Dean, Lyman Dukes spoke on the present directive to extend class schedules to include break time. The official time for classroom breaks for students is 30 minutes. The addition of the break times included on the schedule will reflect in classroom assignments. It was explained that the College of Education (COE) seems to be relatively secure; however, if the breaks addition extends the class time to four hours, it was suggested by the Registrar's office that these four hour blocks may need to be changed to meet in two 2-hour blocks. The Council reacted with concerns. They expressed that the COE has different audience participation. There are interns; personal schedules which would include work for many; babysitters; etc. Adding an additional day for Interns is a major concern. Also it would be stressful for students to come in twice for one course offering.

The Senate has not discussed this issue as of yet. The subject ended with the agreement that COE is different and needs to be creative. The discussion concluded with the consensus that communication with the Registrar's office will be opened and it will be determined if Summer A, B & C are affected.

The Council brought up again the establishing of a large calendar where the viewing of the schedule could be broadened. Dr. Dukes stated that he had a conversation with Dr. Micklo and Dr. Micklo was unaware of the "large calendar" that the group keeps referring to. The major contention is that viewing the schedule from the computer eliminates being able to see the entire picture.

Another topic of discussion was the subject of keeping to the schedule times as a courtesy of the professor who is holding the subsequent class. There was much discussion on this subject and was determined to send it as well as the subject of “extending class hours to include breaks” on to the Senate.

Dr. Heller advised each of the professors to look in FAIR to determine if their course assignments are aligned correctly. It is imperative that this information is correct as it affects each professor’s annual review. If information is not consistent, it needs to be corrected on a timely basis. Dean Heller stated that the onus is on the professor to make certain to tend to this task each semester – beginning 2012.

Dr. Heller reported he is to meet with the new PCS superintendent, Dr. Michael Grego, next week. He is going to bring up once again with Dr. Grego the concept of a research partnership with the College — a lot of questions needing answers and the College or other University faculty could conduct the research and help address these issues. The Interim superintendent, Dr. John Stewart, was interested in this proposal and hopefully Dr. Grego will be also.

Dr. Heller met with Bill Lawrence, Associate Superintendent, Teaching & Learning Services, Pinellas County Schools. Mr. Lawrence’s major concern is the course work students take in math and science. The concern that Mr. Lawrence expressed is that his findings show that elementary teachers are uncomfortable teaching math and science. His assessment is that the teachers understand methods, but do not understand content. Dr. George Roy and Dr. Bonnie Braun are gathering historical information regarding this situation.

Dr. Heller acknowledged and congratulated Dr. Olivia Hodges for stepping up to coordinate the Teacher Leaders Institute planned for this summer. Proposals are being taken for the professional development of the Common Core materials. The developing theme is “Teachers as Leaders Institute.” The focus and emphasis is to not reserve leadership to administration, but to expand the capacity of the classroom teacher’s ability to be a leader.

Dr. Heller updated the Council regarding the Kappa Delta Pi. He stated that he, Dr. George Roy and Amber Austin, the student president, have met and progress is moving forward.

Dr. Heller concluded with the announcement that the “complaint list” for the recent year from students has been reasonably empty. His summation of that is “our Professors are doing a great job!”

It was also brought up that the faculty appreciates our Dean’s hard work and efforts.

#### VII: New Business: 1. Website Upgrades:

In the essence of time and schedules, Dr. Hodges introduced Dr. Lyman Dukes, Associate Dean who attended the meeting to advise of website upgrades. Dr. Dukes spoke to the

progress of the new COE web design. He and the web design committee met Michel Fourgres, USFSP Web Master, to discuss and implement the new design for the COE web site. Dr. Dukes distributed handouts created by Michel. The first section relates to “Core Messages for USFSP Web Presence”. The second sequence related to the “Branding & Messaging – Provides the Framework” and the third is the “Redesign Process.” Using the handout as a focus, Dr. Dukes encouraged the Council to give and seek additional input from the faculty.

Dr. Dukes next item was to inform the Council that included in the new COE web design would be pictures – mandatory pictures – not optional! USFSP has hired a professional photographer to take these pictures. He stated that we not only have an internal audience, but just as important is the external audience, i.e., Pinellas County Schools, Florida Dept. of Education; NCATE; potential out-of-state students. Dr. Braun punctuated the importance with the statement that “the web goes well beyond Pinellas County.”

Council chatter elicited the thoughts that “one of the advantages of the updated web design is to enhance the ability to attract out-of-state students. Forty percent (40%) of our population is Pinellas County — other percentages from other counties. Some students come here for a transition to a larger university. Our intent is to get them started and keep them here. Transfers tend to stay.”

Dr. Dukes relayed that there is some web maintenance required on the part of COE. There is gathering of news, events, etc. Any information that the Council/Faculty has regarding the promotion of COE, they are requested to pass it along to the web-design committee. The web-design committee consists of Dr. Dukes, Dr. Unal, Ben Smet and Angelica Foley.

## VI: Old Business

Dr. Olivia Hodges relayed the information that College Deans have some allowances pertaining to certain positions. They are allowed to hire a visiting and an OPS position without going through the research process. In the instance of Fred Bennett, Dr. Heller negotiated this position with USFSP. Mr. Bennett’s title is University Liaison. Dr. Heller bargained additional travel funds for COE in return for Mr. Bennett’s services to the University as well as COE. Dr. Hodges will relay this information to the faculty member who raised the issue.

The Council was encouraged to announce in the Faculty meeting that if one needs more travel money, they should negotiate with Dr. Heller. There is the possibility the request can be honored.

## VII. New Business

### A: Action Items

1. Website upgrade – see above
2. Research Council – Dr. Charles Vanover - unable to attend at this time. See his input later in the minutes.
3. Early Child and Family Studies Certificate – Dr. Bonnie Braun

Dr. Braun and Dr. Guda Gayle-Evans announced that the packets are available. A valuable suggestion has been reflected in Early Childhood and probably will try and bring back into play the undergraduate Early Childhood Program. The attaining of the certificates is four (4) courses.

Dr. Leung brought up the subject to the Early Learning Coalition and is sending out a survey to their providers to determine interest in certificates.

The DOE is not currently accepting new folios until Fall 2013.

There is a need for quality programs for providers — still have programs, but if they wanted more, the response was very good. Linda Crossman is working the stamp on the transcript as well as the certificate.

Regarding the Lew Williams Project, Dr. Jamie McHale, College of Arts and Sciences, is the psychological aspect and College of Education is the educational aspect.

Motion was made to support the Early Childhood Certificate, seconded and passed. Thank you, Bonnie and Guda.

#### 1. Research Council – Dr. Charles Vanover

Dr. Vanover presented the Council with an informational handout regarding Paul R. Sanberg, Ph.D., D.Sc. Dr. Sanberg is Vice President for Research & Innovation and President, USF Research Foundation located on the Tampa Campus. He is presenting on the USFSP Campus Thursday, November 15, 2012, in the Chancellor's Conference Room, BAY220. There are two issues: the Institutional Review Board (IRB) and creating a more central transparent review board — which minor changes are already in the making. The Research Council is driven by the IRB medical students. The issue is that Tampa confiscates internal awards. There needs to be a more transparent access to the grant funds. Dr. Hogarth is interested in getting these dollars for internal awards competition. Drs. Brice and Vanover are evaluating these awards as a peer review. Dr. Hogarth is requesting senior scholars with ideas to apply for these grants — he specifically singled out the College of Education. Pat Scott is also interested in people to apply. She has made the request for professors to come talk to her.

Dr. Vanover, representative for Research Council, and Dean Heller, sat on council while faculties are the alternates.

#### Faculty Staff Campaign

Dr. Vanover took this opportunity to present the Council and its members with an invitation to contribute to the Faculty Staff Campaign. He handed out informational forms and made a sincere request that we make the College of Education a 100% contributor for this worthy cause.

#### 4. Teachers as Leaders Summer Conference – Dr. Olivia Hodges

Dr. Hodges announced that Dr. Heller started a like program while in North Carolina. The conference is designed to be three days: two-day concurrent session; Trolley Hop to Mu-

seums; culminating on the third day with a panel discussion. Dr. Hodges has made a proposal to bring in Lisa Grant. Regarding the Trolley Hop, there is a drive to get the City involved. On the third day, the agenda considered is a panel discussion with Dr. Pedro Nogera, who has a high profile and Pinellas County Schools is interested in bringing him in.

The agenda subject throughout the conference is to be “teachers can be leaders without being an AP.” The conference will take place the week of June 11<sup>th</sup>. PCS is not releasing teachers for days off for professional development. Lisa Grant is on the team of Kathy Matway Suggestions: get students; KDP service hours; get into session free.

#### 5. Holiday Faculty Celebration

Several ideas were discussed with the results being: adopt an in-need school; COE party a part of the celebration; invite principals of schools to participate. The one concern was expressed by Dr. Braun that Dr. Charlene Einsel is concerned about sending too many people/volunteers into Melrose – too overwhelming.

The decision was made to seek out interest among the Faculty in the Faculty meeting scheduled in the afternoon. Possible date considered is December 7<sup>th</sup> — last day of classes – location to be determined.

#### 6. Meeting dates January – May, 2012 (are these dates set taking holidays into consideration bec my calendar is not showing these dates as the first Friday.)

Meeting dates for 2013 will be on the first Friday of the month; i.e.:

- January 11<sup>th</sup>
- February 1<sup>st</sup>
- March 8<sup>th</sup> (
- April 12<sup>th</sup>

#### B: Faculty Senate Committee Report (for complete details see attached)

Dr. Cynthia Leung, Senate Liaison, reiterated the big issue at the moment is the Internal Research Awards of up to \$8,000 across the campus for the 2013 calendar year. Dr. Noonan is hopeful to award up to ten (10). This is an across the campus initiative including faculty, visiting faculty, junior, and senior faculty.

Regarding the Florida Reading Matrix, the process is controlled — it is expected to be intricately tied with FREPs.

Changes that the State has made to General Education are still being discussed. There is to be a meeting in October and USFSP General Education committee representatives plan to attend. Repercussions of this legislation have already prompted correspondence with SACS regarding its impending effect.

Student evaluations are scheduled to fully be implemented on-line by 2013. Piloting of the system is Fall 2012 with faculty that volunteer. Included in this on-line process will also be

guidelines for T&P. If this is a system committee, USFSP Senate has made it known they wish to be involved.

### C. Committee Reports

More discussion regarding scheduling:

- Class meeting times to Senate
- Begin at time — don't end at same time — needs to be changed
- Need to be aware of night classes letting out – very late – campus abandoned.
- COE has a different population
- Regarding the schedule, if numbers, times, etc are not correct, please advise at Faculty meeting to get with Angelica right away to correct these errors.
- Indications are that the information is being dropped by OASIS – anyway this can be handled in-house?
- Schedule should be technology based.

### D. Announcements:

Dr. Braun: We need the partnership opportunities of Dr. Charlene Einsel, Fred Bennett, and me – just to make sure things are connected we should exhibit:

- Coordinated effort
- Watch that there aren't too many people at a time in one school
- Gave numbers and brand new tasks
- Target one or two schools
- Work with new teachers

Talk of professional development math tutoring after school – need to motivate students.

Discussion regarding next steps for a Christmas celebration will be determined after a discussion at the Faculty meeting in the afternoon. .

Margaret Hewitt is still in rehab and she is feeling better. She is located on the 7<sup>th</sup> floor Bayfront Center.

Motion to adjourn, second, passed

Next meeting is December 7, 2012 10:00 – 12 noon COE Conference Room