

**USF St. Petersburg
College of Education Council
Minutes of December 13, 2005**

Members Present: Brie L. Reck, Acting Chairperson; Lyman Dukes (for Wm. Heller); Guda Gayle-Evans; Cynthia Leung

Ex Officio Members Present: Deanna Michael, Dean Vivian Fueyo

Liaisons: Juanita Fountain (Curriculum Committee)

Guests: None

1. Call to Order

College Council Chairperson Brie Reck called the meeting to order at 1:10 pm.

2. Review and approval of the meeting minutes:

There were no minutes to approve. Brie suggested that the Vice Chair distribute the minutes from the November meeting electronically for approval.

3. Action Items (follow up)

No action items were available for follow-up.

4. Agenda Items

Election/selection-chair and replacement for Joyce Nutta

Joyce Nutta is returning from her sabbatical, but will have an administrative role. Brie requested that the council decide whether she continue as chair. Also a substitute for Joyce is needed.

Cynthia made the motion for Brie to continue as chair. Guda seconded the motion. The council members voted unanimously for Brie Reck to continue as Chair.

Cynthia asked if substitutions were something for the bylaws in the future. Brie will investigate who was second in the election and will poll the faculty to determine whether they would prefer a special election or interim appointment.

Dean's Report. See attachment

Areas of discussion:

SACS: Mark Durand will speak to the COE at the December Faculty meeting. The COE web site needs to be updated to include the minutes of all College Council meetings through the December College Council meeting. On December 31, the SACS Compliance Certification website will be frozen until the SACS visit in February. All copies of the minutes should be sent to Zafer for posting.

The Dean also brought the issue of faculty assignments to the Council for discussion. She explained that all of the factors covered in the Collective Bargaining Agreement regarding faculty assignments factors are being considered systematically in making faculty assignments. As an example, one faculty member had asked to change the percentage allotted to the category of teaching for a low enrollment class, so the Dean wanted to raise the issue generally with the

Council. Several issues related to this topic were also raised by the council members. Guda commented that if the council members and the faculty understood how assignments were made, then it would be easier to discuss the topic. She stated that she had heard that if a faculty member came in to see the Dean, she would change his or her assignment. The Dean said that this was not the case, and she would be glad to redistribute the guidelines for making assignments that she had sent out last year. Dean Fueyo also explained that one of the major reasons that she had convened the Administrative Council was to increase faculty participation in assignments, which was something that the faculty had told her they wanted in her individual meetings with her. She told the Council that the general rule was that tenure-earning faculty have a 3/2 or 2/3 teaching load, and tenured faculty have a 3/3 teaching load.

The process for making assignments is as follows: 1) program faculty are asked through their Administrative Council representatives to submit the courses that need to be taught each semester; and 2) a draft of the teaching assignment is returned for each of the program faculty to review. Guda expressed an appreciation that the tenure-earning faculty needed time for research and writing, but the tenured faculty also needed to understand their loads. If their assignments were **only** to teach, then that was fine but they needed to understand this. Dean Fueyo said that she would re-distribute the Administrative Council minutes that explained how assignments are made to make sure that was no confusion about the process and the equity among assignments. Balance of assignments and clarity about the process is something that both the faculty and the Dean believe are important.

The Dean also announced that Progress Energy had renewed their funding of the Leadership for Results Program in Educational Leadership (i.e., \$75,000) and provided additional funding of \$60,000 to sponsor a Teacher Leader Institute, which is being planned with Pinellas County. The Institute is scheduled for May 19-20, 2006. Funds from Progress Energy and matching funds from the school district will be used to provide full tuition for 25 of the district's teachers to complete the five-course sequence for a Certificate of Advanced Graduate Studies in Teacher Leadership offered through the College of Education. Three of the courses that teachers take in this Certificate Program can be applied to a master's degree program of a student's choice, if the students elect to enroll in one the COE's masters degree programs. Brie expressed that the Certificate program will help bring in post-baccalaureate students and give them the opportunity to come into contact with our graduate classes and program, making it easier for them to find the right graduate program.

Based on feedback from the 35 students and from the ten faculty members faculty who participated in the assessment system pilot in the fall, the assessment pilot will continue into the spring semester. In the spring, the pilot will focus only students in Elementary and ESE programs in their first semester in the COE. These students, all of whom will be registered in the Level I Seminar, will participate in three, two-hour sessions designed to teach the students about the assessment system, about writing the annotations for the artifacts the students will be submitting to the system, and about the Florida Educator Accomplished Practices. During the fall semester, we learned a lot about what our students need to know to be able to write their annotations for the system. We also learned that some of the students did not know what the Accomplished Practices meant in relationship to the assignments that faculty members have correlated with the APs.

College Council Forum:

The Graduate Studies subcommittee of the Strategic Planning committee had requested that the COE faculty look at their draft document. Brie explained that the faculty present at the Forum tried hard to resist word-smithing. The consensus of the group was that the document conveyed low expectations of academic attainment and only referred to an MS degree. The group had also questioned where the numbers in the document (how many semesters to complete a masters degree) were found. Dean Fueyo is chair of the subcommittee on Graduate Studies and was able to respond to the questions. She explained that one of the areas that the committee wished to focus on was the description of our students presently and whom we wished to recruit. The 8 semesters for completion of a master's degree comes from Marine Science. Eight is flexible enough for non-traditional students. Brie returned to the question of academic expectations. Because of the wording of the goals in the document—students will learn skills for employment—academic skills and life long learning do not seem to be very important. Those participating in the College council Forum also stated a concern that in order to graduate students must present their research in some forum. Dean Fueyo explained that the forum could be a culminating activity at the end. The Dean also thanked the group for their feedback, which would be incorporated in the document. All of the faculty in graduate programs across campus were being asked to review and comment on the document, and the feedback would be incorporated.

Annual Review committee:

Dean Fueyo said that she had met with the Annual Review committee to give it its charge and to discuss her analysis of last year's rankings. "Outstandings" were given for various activities. She expressed the importance of high academic standards and the integrity of the rankings. Without the descriptors agreed upon, the rankings would not be equitable. The Dean told the committee that it was up to them as a faculty committee to determine the criteria and a consistent system for applying their criteria. The other item the Dean brought up with the committee was a request for them to look at how to simplify the documentation required by faculty members for the Annual Review process. The Dean had observed that the time required by some faculty members to prepare materials to submit for the Annual Review process was taking an extraordinary amount of time and creating an undue hardship for many faculty members, particularly untenured faculty members. Deanna expressed her concern about the labor intensive nature of the annual reviews. Guda also expressed the same concern and explained that at another university where she worked, there was a ten-page limit.

Deanna Michael left the meeting at 2:00 P.M.

Curriculum Committee Report

Juanita Fountain reported for the Curriculum and Program Committee. The Committee reviewed the form for COE student petitions that College Council had asked them to review. It is suggesting that there be two different forms. The C&P committee is still working on the petition and will suggest the format of the two forms. It was also mentioned that the College Council had worked on a draft of this form at its last meeting, to provide a sample to the C & P Committee. Brie will get information from the committee chair to find out more about the two different versions of the form Brie will also get more information from the chair of the C&P committee on

the procedure for accepting or rejecting course substitutions, which was requested of the C & P Committee by the College Council.

Academic Petitions Committee Report

No report was presented.

Partnerships Committee Report

Cynthia Leung reported that the committee met in November and discussed some of COE's community partnership projects. Gwyn Lightsey is the FLARE Faculty Fellow from USFSP and attends meetings in Orlando. FLARE has discussed having drive-in reading conferences at campuses of FLARE members. COE is considering having a conference that would link the FLARE drive-in reading conference to the Teacher as Leader Institute being held this summer at USFSP.

We are continuing our partnership with the Arts Center in St. Petersburg. Students' painting will continue to be hung in COQ 201.

Pinellas County Urban League has asked College of Education faculty to volunteer to judge essays for their essay contest for African American history month. COE faculty participated last year and felt that it was extremely worthwhile. The committee agreed that we would like to continue this relationship with the Urban League.

Parent University has asked for support from USFSP – to provide facilities for their future conferences and financial support. COE is not in a position to give such support. Parent University has already been turned down for support by Eckerd College and St. Petersburg College. Dean Fueyo will write them a letter thanking them for their interest.

Tenure and Promotion Committee Report

Guda Gayle-Evans reported that the Promotion and Tenure Committee individually reviewed applicants' documents and met on December 6, 2005. At that time they discussed the applications and voted on recommendations for promotion and tenure.

Dean's Report to the College of Education's College Council

December 13, 2005

New Business

- Preparation for SACS (i.e., updating the COE Website, reviewing the compliance certification, etc.)
- Procedures for determining faculty assignments, continued faculty participation in this process, and the Collective Bargaining Agreement

Progress Reports on Old Business

- Progress Energy Foundation funded all our requests on 12/12/05! They renewed our funding of last year's \$75,000 award for tuition assistance for Leadership for Results and gave us an additional \$60,000,

which we requested to support a Teacher Leadership Institute during the Summer of 2006, in conjunction with the Pinellas County School District. The PCSD has agreed to match \$37,500 of PE's gift to pay for full tuition of 25 teacher leaders

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**

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**

MOTIONS	APPROVAL STATUS
Brie Reck will continue as the Chair of College Council	Cynthia made the motion
	Guda seconded the motion
	The Council unanimously approved.

COLLEGE OF EDUCATION POLICY APPROVED ON OCTOBER 10, 2005

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 there other lens we should apply.	Brie	College Council meeting November 8 th
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	