

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

January 17, 2006

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
- 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
- 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. I supported Inna's request (and even tried to donate hours to Inna from my sick leave hours, but the system would not accept them) and have 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, we will be meeting as a staff to reorganize staff duties based on a better understanding of her 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 EI 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 them 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**

A handwritten signature in blue ink, appearing to read "Lisa Dejo".