

Minutes
Dean's Council
College of Education and Human Services
September 5, 2007

Present – Larry Daniel, Otilia Salmon, John Kemppainen, Jennifer Kane, Cathy O'Farrell, Len Roberson, Annie Spruell, Marsha Lupi, Sandra Gupton, and Claire Torres

Call to Order – The meeting was called to order at 9:33 a.m.

Approval of Minutes – The minutes of the August 22, 2007, meeting were approved as submitted.

Announcements – Dean Daniel reported that the searches are moving along. Some of our searches have been posted on the UNF jobline. Childhood Education and Foundations and Secondary Education are working on the recruitment requests for the searches in their departments.

The Dean talked about the Pathways Academy at FCCJ. A meeting has been scheduled for next Tuesday on this project. He asked if any of the council members would like to attend the meeting. John Kemppainen and Otilia Salmon volunteered to attend.

Cathy O'Farrell announced that our interns are out in the schools.

Len Roberson announced that our interpreting program is off to a great start. The University of North Florida is now one of twenty schools nationwide offering a bachelor's degree in the area of sign language. Joanna Norris contacted Channel 12 about the program. Len will get a copy to the Dean's Office of the Spinnaker to post on the board outside the office.

John Kemppainen talked about the hurricanes hitting Belize that caused a lot of damage at Corozal Junior College. John will send an email to faculty and staff asking for donations from those who would like to help our friends and colleagues in Belize who have suffered as a result of the recent hurricanes.

Marsha Lupi will hand out a list of faculty research interests on Friday at Faculty Assembly. *Research in Writing* brown bag lunches will be scheduled.

Dean Daniel will send a formal response to Deborah Kaye on enrollment issues.

Assessment of Certificate Programs – We have several graduate certificate programs in the college where a certificate is awarded. The majority of these programs fall under educational leadership. The educational leadership program is moving forward with APCs to get rid of the tracks and certificates. Jennifer Kane will notify David Fenner of the changes. Claire will forward an email from David Fenner to the chairs regarding certificate programs.

Hall Copy Machine – The Dean will get a general memo out to faculty with guidelines on the hall copy machine. Actual data will be distributed to the chairs on individual copy totals for each faculty member in their department.

Summer 2007 Enrollments – The Dean reviewed a printout from AA on low enrolled classes.

Involvement of Community Leadership Council – The Community Leadership Council meets 4-5 times a year. Individually, they contribute \$1,000 for the year and sometimes set up scholarships. They would like to get involved with volunteering and college events. The group made the following suggestions: volunteer to work with student clubs, mentors for 1st generation college students, reading to students in PDS schools, and supervising international internships.

FTE by College – The Dean distributed the FTE by College for fall 2006 and spring 2007. This data were compiled by Academic Affairs. Our college is below the university average.

Graduate Student Programs of Study – There was an issue with a graduate student in our adult learning track of the secondary education program. There is not enough turnaround time to research suspension/probation lists. Currently there is inadequate coordination of students taking courses in two colleges and disjointed advising for our graduate students in this and some other programs. The Dean and John Kemppainen will come back with a plan on the best way to advise our graduate students. They will schedule a meeting with David Fenner regarding the need for a graduate advisor.

FAR Procedures – Academic Affairs suggested that a template be produced for faculty who do not report their activities on FARs. The group agreed that there should be some consequences for not submitting FARs. The Dean will share our position with Joann Campbell.

PDS Faculty Participation Update – Cathy O'Farrell reviewed the proposal for faculty who wish to serve as Professors in Residence at our PDS schools. Included were suggestions received previously from the group. Additional suggestions include the following:

- Professor in Residence submit a report on their work and/or goals for the year at their school.
- In the second paragraph, last sentence add “The team in collaboration with the chairs”

Hard copies will be distributed at the Faculty Assembly meeting on Friday.

Adjournment – The meeting adjourned at 11:32 a.m.