

**Minutes**  
**Dean's Council**  
**College of Education and Human Services**  
**September 19, 2007**

**Present** – Larry Daniel, Marsha Lupi, Otilia Salmon, John Kemppainen, Jennifer Kane, Sandra Gupton, Cathy O'Farrell, and Elinor Scheirer

**Call to Order** – The meeting was called to order at 9:35 a.m.

**Approval of Minutes** – The minutes of the September 5, 2007, meeting were approved with a minor correction.

**Announcements** – John Kemppainen announced that Sandy Loach (from the Coggin College of Business) has joined the Academic Advising Office as an advisor.

Marsha Lupi said that the Celebration of Education committee met last week to set the date for the event. The event will be held on April 11, 2008. A “save the date” will be sent out once they secure the venue.

Otilia Salmon and John Kemppainen attended the Pathways meeting. They gave an overview of the program. This is a great opportunity for our doctoral students to use the program as a research project. We might consider offering an in-service mentoring course.

The Extended Dean's Council meeting will take place on Friday, September 21, 8:30 a.m.- 4:00 p.m., at the Jacksonville Golf and Country Club.

Claire Torres thanked the chairs for appointing a faculty representative to the College Assessment Advisory Board. The group is right on track and should meet all deadlines.

**Procedures and Guidelines for Dean's Council Meetings** – The Dean's Council meets every other Wednesday. Some of the items discussed are of a confidential nature and we should all be mindful of that. A suggestion was made to post Dean's Council meeting minutes where they can be accessed by faculty.

**Searches Update** – The Dean reminded everyone that we are in a tight budget year. We will move forward with all of our searches but we may decide to pull some in late spring if we are asked to retrench the budget further. We are searching for 18 positions this year.

**Scope of Belize Summer Program for 2008** – The Dean reviewed the proposal for the summer 2008 program in Belize. The chairs will work with John Kemppainen on which courses to offer online. John will report back to Dean's Council in two weeks.

**International Learning Opportunities** – The Dean reminded everyone that we have no ongoing funding for our international opportunities. We need to continue focusing in this

by requesting funds each budget year and to look at possible donors for this initiative.

**Graduate Programs of Study** – John Kemppainen and the Dean worked on Graduate Programs of Study. They shared the following:

- Place a block on registration for newly accepted graduate students. They will receive a note to contact their departmental faculty advisor for a meeting.
- Faculty need to be available to meet with the students. We need to have appropriate clearances for faculty to use the screens in Banner. We do not want students to advise themselves because there is no one available.
- Systematically hold program meetings for students in each program.
- Be as diligent as we can with suspension/probation lists. Academic Advising can pull background information from Banner to assist chairs with the process. John Kemppainen can pull the probation and suspension lists earlier.

The Dean and John will plan a meeting with David Fenner to discuss the need for a graduate advisor.

**Lower Division Enrollment** – The Dean said that we have been asked to limit our lower division enrollment. Several things have contributed to our trend upward in lower division enrollment:

1. Growth in number of students in the elementary and secondary education majors. Native students in these majors need to complete 9 hours of prerequisites at the lower division level.
2. Growth of the major in Sport Management. A limited number of courses in this major are offered at the lower division level.
3. Strong growth of the education minor. These students must complete at least 9 lower division hours in order to complete the minor.
4. Popularity of American Sign Language courses. Students often use these to complete foreign language requirements.
5. Popularity of the career development course. This course is important in helping students plan for the future, set career goals, and determine a major at UNF.
6. Popularity of physical activity courses.

The things which are causing our increase in lower division are vitally important to the mission and goals of the College. The Dean will talk further with Deb Kaye on this issue.

**Research Releases for Junior/Senior Faculty** – The Dean reviewed the Guidelines for Assignment of Faculty Course Releases. Minor changes were made.

**Strategic Planning and Annual Reports** – The group was directed to the Strategic Plan, Part II, of the Annual Report. The matrix is the strategic plan. The Dean reviewed some of the activities and assessments listed in the matrix. He said that we will talk a lot about the strategic plan this year.

**Report on the Professional Education Minor** – The report on the Education Minor was reviewed. The purpose of the minor was to enable students enrolled in programs in other colleges to explore the teaching profession. The data showed that over the past two years,

a total of 94 students changed their major from another field of study to Education, while during the same period, 49 students changed their minor from Education to a different minor.

Undergraduate Student Focus Group will be carried over to the next meeting.

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