

Minutes
Dean's Council
College of Education and Human Services
October 3, 2007

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

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

Approval of Minutes – The minutes of the September 19, 2007, meeting were approved as submitted.

Announcements – The minutes from Dean's Council meetings will be posted on the COEHS website after they have been approved at the meeting. Minutes will be sent out to the Dean's Council members a week prior to the meeting.

The Gladys Roddenberry Reception will be held this evening at the University Center. Mr. Gilchrist Berg established the Gladys Roddenberry Fellowship in 1998. Mr. Berg will attend the reception for the five winners: Stephanie Edinger, Kristen Geiger, Joshua Freeman, Melissa Herrera, and Jerry Hulshult. The group was encouraged to attend.

Jennifer Kane talked about their copier issue and the cost that was assumed by her department after ESDE moved out of the suite. The cost is half of their operating budget. Dean Daniel and Linda Sciarratta will work on resolving this issue with Academic Affairs.

Marsha Lupi reported on the space meeting she attended this morning. On December 15th, the fencing will be placed around the new building site. The groundbreaking for the new building will be scheduled in early January.

Janet Irvin has been hired temporarily to assume the duties of our Director of Development until we fill the position. Janet has been working with the Dean approaching donors for our new building. The Cortellis fund for new buildings is matched dollar for dollar for each donation. No minimum gift amount is required. The new College of Education and Human Services building will be ready no later than July 2009.

Enrollment Management Strategic Plan – Annie Spruell reported that in Banner a number of students are showing no track. Their concentration should be entered into the system. Annie will work with The Graduate School on this issue. She will also work with them on formulating how we can increase our enrollment. Share any information with Annie.

TEACH Grants – The Dean talked about the recently approved TEACH Grants. TEACH Grants represent \$375 million of mandatory federal spending to prepare new teachers in colleges and universities. We need to find out more about these grants.

Belize Summer Program – John Kempainen talked about our remaining students in Belize and the range of possibilities for summer 2008. John referred the group to the report he prepared on the students who have one or two semesters remaining, the students who have applied and would like to start the program, and his recommendations for next summer. The Dean will meet with Dr. Douglas Eder, Associate Provost on Institutional Effectiveness and Shawn Brayton, Director for Academic Affairs, *SACS, New Program Authorization, Program Review, Annual Reports, Accountability*, regarding SACS. John will work with the chairs on his recommendations of online courses and report back in two weeks at the next meeting.

Six-Term Schedule - Anne Spruell said that part of the college's strategic plan states that a six term schedule will be in place so that students can graduate in a timely manner. Chairs were asked to look at each semester's offerings and the times offered – we need to think about this when our schedules are planned. Students need to stay on track and not veer off of their planned schedule. The Dean asked the department chairs to provide to Annie a six-term schedule. The Dean added that we can not totally commit ourselves to the six-term schedule due to resource issues, space issues, and other situations that may arise, but we should plan the schedule in good faith and do our best to communicate projected schedules to students.

Projected Staffing Needs for Spring – Dean Daniel asked the chairs what our staffing needs are for spring. Cathy O'Farrell said that she currently has 194 applications for spring internship. This number may increase. Six interns are assigned per one supervisor. She will need 33-35 supervisors. Otilia Salmon said they are working on staffing needs for spring. Sandra Gupton said that FSE will need one visitor, and ESDE will need one visitor per Len Roberson. Jennifer Kane said that LCIT might need a visitor, they are working on staffing now. Linda Sciarratta will check on the salary budget to see what rate is available for spring.

Use of Dean's Office Documents Room – Marsha Lupi told the chairs that students can not take make-up exams in the Document's Room anymore. The room needs to be available for last minute meetings.

Urban Internship Budget- The urban internship budget was approved with no other changes made.

College- Wide AP Indicator – Claire Torres reviewed the top 4 indicators summarized from the Extended Dean's Council meeting. The Dean will talk about how to use these indicators for purposes of reporting at Faculty Assembly on Friday. The Dean suggested that we have the program areas look at these indicators as soon as possible and make any suggestions. We need to move forward with these and can not delay.

ESOL Requirements and Work to be Done – Claire referred the group to Standard 1, under number 3, regarding ESOL. Claire followed up with the DOE on ESOL requirements and counselor education can offer a 3 credit hour course.

Other – Marsha Lupi said that the Celebration of Education day has been moved to April 10, 2008.

The Dean received feedback from Dr. Fenner regarding two of our graduate programs in the college offering undergraduate courses. Dr. Fenner would like us to create sections at the graduate level for these courses.

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

Jennifer Kane said that officials from Russia will be here October 12th to visit UNF and sit in on one of the sport management courses. They plan to speak to our students about sport in Russia.

Otilia Salmon will be presenting at the service-learning conference in Tampa. She will bring a power point presentation and portfolios from our students. She plans to showcase our programs.

Adjournment – The meeting adjourned at 11:25 p.m.