

**Minutes
Dean's Council
College of Education and Human Services
October 17, 2007**

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

Call to Order – The meeting was called to order at 9:34 a.m.

Approval of Minutes – The minutes of the October 3, 2007, meeting were approved as submitted.

Announcements – Marsha Lupi reported that the telephone interviews for the Director of Development search will begin today.

Each dean will receive an electronic copy of the catalog on or around October 26. The catalogue is due back in three weeks from that date. Marsha Lupi will make changes and send the appropriate sections to each chair.

John Kemppainen thanked everyone for the smooth process of clearing precerts. Everything looks good. The intern pre-checks are done. Letters have gone out to students. Some have been flagged for missing information.

Otilia Salmon attended a service learning conference and showcased our college. She will do a display at Celebration of Education day and at the Mercantile Bank. The Mercantile Bank gave a gift to St. Claire Evans Elementary School for the tutoring program.

John Kemppainen submitted a proposal to IRB for on-line advising via a webcam.

Annie Spruell said that the “*Save the Date*” was sent out for Celebration of Education Day. The “*Call for Proposals*” will go out in November.

Dean Daniel talked about the dismissal of Superintendent Wise. The Dean will send a note out to the school board offering our services and support.

John Kemppainen announced that we now have an on-line degree in the educational leadership track.

UNF Open House, November 17th – Annie Spruell said they are working on revamping and updating the presentation that has been used in the past at Open House. We need a commitment from faculty to do a short presentation. We have a powerpoint presentation and handouts are available. Ellie Scheirer agreed to do one of the presentations. Len Roberson said that he will find someone from his department to present. Contact Lois King with the names of who will attend.

Graduate Learning Outcomes and Work to be Done – Chairs have received individual feedback from Doug Eder and David Fenner on GLOs. A meeting for COEHS with Drs Fenner and Eder has been requested. The chairs were asked to bring their GLO statements to the meeting on Monday. A timeline for graduate level assessment tasks was included with the handouts. Claire Torres reviewed the assessment tool available on UNF Administrative Applications.

Educator Accomplished Practices and Indicators – Claire said that we are trying to come up with a common set of indicators. Claire compiled the suggested indicators provided by the State of Florida and from faculty. The numbering system will help faculty identify what they think will best fit their program. Limit to 2-4 indicators for reporting purposes. For each accomplished practice, programs need to have 2-4 indicators that each program selects. Claire will send this out to faculty with a short timeline in order to be compliant with the state.

Attendance and Participation in Faculty Assembly – Information shared at Faculty Assembly meetings is critical for faculty to hear along with the discussion that may follow. Ellie Scheirer, as Faculty Assembly President, will send an email out to faculty about faculty governance and how important it is. Consider meeting once or twice a term. This item will be referred to the Executive Committee.

Funds for Faculty Professional Development – Dean Daniel reviewed the email he sent out to the chairs regarding the use of professional development funds. The funds are for travel related to professional development only. Included in the email was a list of eligible and ineligible expenses.

Recommendations from the Core Council – The Undergraduate Core Council sent three recommendations to the Dean for the Dean's Council members to address. The recommendations were addressed as follows:
Recommendation #1 – will be referred to the Executive Committee
Recommendation #2 – Dean's Council will refer it to program leaders and chairs.
Recommendation #3 – Dean will send a communication to the Undergraduate Standards and Curriculum committee.

Confidentiality of Faculty Data – It was agreed that student employees will not be assigned the duties of typing comments from faculty mid-year evaluations.

Belize Summer Program – John Kemppainen reviewed his recommendations for our summer 2008 Belize Program. These recommendations were based on students currently enrolled, those previously enrolled and wish to return, and those students who have submitted applications but never matriculated.

Adjournment – The meeting adjourned at 11:41 a.m.