

Minutes
Dean's Council
College of Education and Human Services
November 28, 2007

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

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

Minutes – The minutes of the October 31, 2007, meeting were approved as submitted.

Announcements – John Kemppainen talked about attending the inauguration of Dr. Santos Mahung, President of the University of Belize. The event was very well attended. John met with students about our program offered in Belize. This will be the last summer we offer this program as we have done in the past. We will look at new options for the future.

Marsha Lupi received continued funding through a TLO for Marjon. Sherry Shaw received a \$5,000 TLO award for her project. "Exceptional Student and Deaf Education: Graduate Study Abroad and Mentored Interpretation Research". Carolyn Stone received funding for a project taking students to intern in NYC. Otilia Salmon and John Kemppainen received a grant for student internships in Honduras. Meiko Negishi received funding for travel to Japan to look at internships.

Professors in Residence Applications – The Dean announced that we received 4 applications for Professor in Residence in our 4 PDS schools. They are as follows:
Woodland Acres Elementary - Sue Syverud and Katrina Hall submitted an excellent proposal. This will lead them to one or more publications.
Pine Estates Elementary – Sharian Deering submitted a proposal. The goals are excellent. Sharian will be encouraged to recruit one other faculty member to assist.
Lake Shore Middle School (ESOL magnet school) – Anne Jagnow, Shari Little, Jin Suk-Byun, and Otilia Salmon submitted a proposal. Students will be able to do their field experiences at the school.
West Jacksonville Elementary School – Donna Keenan and Fred Nelson submitted a proposal. The proposal was well written. Some concerns were shared about Donna's retirement in December. They will be asked to add one additional faculty member to their team.
The Dean and Cathy O'Farrell will respond in writing to each faculty member who submitted a proposal. The details will be worked out with their chair. All proposals were approved pending final notice. Reassignment time begins with the spring semester.

Hiring Procedures – The Dean discussed hiring procedures and how we advertise our positions. If we require certain documents be submitted, each candidate will need to submit all required documents in order to be considered for the position. We need to

think about how we write our recruitment requests for next year and to what degree we want to use the online system vs. mailed documents.

Extended Dean's Council Spring Retreat –The Dean asked if we should have an Extended Dean's Council Retreat in the spring. All agreed that we do not need one.

UNF Critical Thinking/Writing Initiative – Some programs on campus feel that their students are not writing enough. We do in our college. We will hear about this initiative in the future.

Plans for COEHS Groundbreaking Ceremony on January 10 – The Dean has asked Daryl Everett, from SCEC, to speak. The Dean and Pierre Allaire will also speak at the groundbreaking. Annie Spruell is working on a give-away item. The groundbreaking ceremony will be on the construction site. Our offices will be closed during that time so that staff may attend.

University Budget Situation – The Dean reported that the budget situation is worse than we originally thought. At this point we are still moving forward with all of our searches. There will be more to come on this issue.

Update on Music Education/Mental Health Counseling – There has been much discussion on the music education program and where it should be housed. Sandra Gupton and Dean Daniel have been meeting with Barbara Hedrick on this. The program may be shut down. It will not continue in its present form in this college. Dean Daniel and Pam Chally will meet today to discuss the mental health and rehabilitation counseling programs. The faculty in mental health and rehabilitation counseling agree that the programs work together. We have definitely decided that our school and mental health tracks are separate programs. MH is moving towards a medical model and school more towards an educational model. These fields are diverging and the programs need autonomy on what they do. Dean Daniel will ask Dr. Chally to work on a proposal to send forth to the Provost.

Visiting Faculty Appointments for Spring – Chairs were encouraged to move forward with their visiting faculty appointments for the spring. The start date for spring is December 26.

Department Strategic Planning –The departments need to input their strategic plan into Administrative Applications as soon as possible. The Dean will follow up further.

Summer School Budget – Dean Daniel referred the chairs to the summer school budget. We dropped funding because we asked our enrollment targets be dropped. Marsha Lupi and Linda Sciarratta will look at how many sections we can offer. We may need to use more adjuncts for staffing courses this summer.

Annual Physical Property Inventory – Marsha Lupi and Joe Capitanio are our contact people for property inventory. Joe accompanies the people checking our inventory. The dates will be announced to departments and faculty when this will take place.

Non-Degree/Transient Students – There are issues on how the University is handling our TCO students. We have been flexible in the past. The function of handling TCOs has gone over to One Stop and not the Graduate School. This will effect our enrollment and FTE. The Dean asked for a meeting with David Fenner, Deb Kaye, and our chairs on this issue.

Adjournment – The meeting adjourned at 11:33 a.m.