

**College of Education and Human Services  
College Leadership Team  
Minutes  
April 15, 2009**

**Present** – Larry Daniel, Marsha Lupi, Claire Torres, John Kemppainen, John Ouyang, John Venn, Marcia Lamkin, Cathy O’Farrell, Len Roberson, and Jeff Cornett

**Minutes** – The minutes of the April 1, 2009, meeting were approved as submitted.

**Announcements** – Cathy O’Farrell reported that the interns last day in the schools will be this Friday. They will be at the University Center next week.

John Kemppainen said that Duval County still needs teachers in elementary schools next year. There is hope that our graduates will find jobs.

The Jacksonville Suns game was a successful event. There were 25 from the College who attended.

Marsha Lupi announced that not all courses will remain active on Blackboard. Faculty will be receiving directions on how to archive their course outlines. The first notification will be on May 9, followed by one each month. This is the procedure that will be used to free up space. Students will not be able to get their course from 5 years ago.

At the Associate Deans’ meeting, it was reported that if Financial Aid does not receive a last day of attendance for each student who receives aid, UNF has to give the money back. It is important that faculty take attendance on that last day.

Stimulus funding information is on the Division of Sponsored Research and Training website.

**Move** – The *official walk-through* has been agreed upon but no date has been set. The Leadership Team will do the walk-through. They are working on the leaks in ESDE (2 offices have been affected).

We technically cannot say we are closed during the move. Signs will say that we are transitioning into our new building. The Dean’s Office telephone will be available. As soon as computers and telephones are functioning, we will be open. Computers and phones are hooked up the same day as the move. Movers move the computers, and Joe Lynch and his staff will hook them up. Everything has to be labeled. Len will send Marsha the one page summary he sent to his faculty regarding the move.

Len Roberson asked for the exact measurement of the *name plates* that will be outside faculty and staff offices. We will check on it. We will continue to request *boxes* from Facilities Planning. Dean Daniel announced that we were able to secure the 3100 suite. We are moving the Center for Studies in Education (which is the umbrella that the EPI operates under) into that space. We are relocating the furniture from ESDE. Those furnishings are only two years old and

are in good shape. Bookshelves and a conference table will be ordered. There was a discussion about faculty mailboxes that hang outside their offices. Len will share the information for what he ordered for his faculty/staff. Personal items and valuable items should not be moved by the movers. Everything needs to be tagged.

**Additional Furniture Requests for Building 57** – Send a list of furniture that needs to be dismantled and moved to the Dean by Friday. Finalized lists are due on Monday. Joe Lynch has set up the calendars for the conference rooms in the new building. He has given deans/directors/chairs full access to the respective calendars for their departments along with the departmental secretarial staff. Send Joe any changes. Dean Daniel will contact Baker Barrios for the capacity of the large meeting rooms in the new building.

**Administrative Professional Day April 22** – As a college we would like to do something special for all the staff to thank them in honor of Administrative Professionals Day. This will be scheduled in May. They will be notified via email.

**COEHS Open House** – Pat Hanford and Dean Daniel met with Sharon Aston and her staff regarding the open house for the new building. They would like an education student, President Delaney, Pierre Allaire, and Dean Daniel to speak. Key people will need to be invited. Get those names to Pat Hanford.

**Spring Award Convocation** - Convocation is scheduled for 11:30 on April 24. Students will be presented with a certificate in a folder. Programs have been made. Marsha Lupi distributed the program for the event. She asked the chairs to follow up with the students who have not RSVP'd. Names of presenters were given to Marsha.

**On-Line Catalog** – Marsha Lupi said that the catalog is now on-line. The Dean, Marsha, John Kemppainen, and Sandie Loach are all editors. Marsha is the approver. She will work with the chairs. Catalogs will be archived and frozen. There will be links to new things. It is a great way to keep current. No hard copies will be available. The deadline for current changes is May 20. Changes go to Marsha Lupi.

**Visiting Faculty Lines/Non-Recurring Requests** – The requests for visiting lines and non-recurring funds has been submitted to Joann Campbell. The President will need to look at the non-recurring requests. Any visitor teaching in summer can move to the new building. Academic Affairs was the only division allowed to submit non-recurring requests.

**Urban Internship Budget** – Dean Daniel reviewed the proposed budget. The budget was approved as submitted.

**NCATE Update** – Claire Torres reminded the chairs that we are moving into a busy year towards the NCATE visit. She is working with Marsha Lupi on a template for syllabi. The first draft will be sent out for feedback. She is working on a comprehensive data summary for each program that will be sent out this summer. Claire said that she just returned from the FSU site visit. It is all

about submitting data and what data we can provide. We do not have to write folios but by the beginning of next year we need to have a discussion in the departments on who will write the report for each program. The chairs and program leaders will need to be proactive on writing the report and who writes the report. Dean Daniel added that he talked with Jin Suk Byun regarding ESOL. The Dean is looking at release time for Jin Suk for the amount of work he has to do. He will pursue this with the Provost. Because of the volume of work, he asked the chairs to advise him of what other release time may be needed. We cannot give release time to everyone. Marsha and Claire will meet and work out parameters for the NCATE work. ESOL crosses all departments. We need to provide evidence for data for rubrics. ESOL is a crisis area – we will all fail if this is not addressed.

**Assessment System Orientation** – ECATS orientation will be combined with the next NCATE Core meeting. This will be scheduled soon. Claire and Marsha will create a sample report and a template for all of the departments to use.

**NCATE Retreat Logistics** – The NCATE Retreat will be scheduled in fall. Claire will try and secure Marilyn Feldmann, Associate Dean for Accreditation and Assessment, from Spadoni College of Education. She is checking to see when she can come to present to faculty. The date for the retreat will be around when she is available.

**DEAC Volunteers** – The Dean’s Education Advisory Council met yesterday. Some people on the council would like to offer their services as volunteers. They will help with an event or any special thing going on in departments. Contact the Dean or Pat Hanford for the names of the volunteers.

**Distribution of Indirect Costs** – The Dean reviewed the distribution of indirect costs to the departments. Linda Sciarratta will handle the transfer to the departments this week.

**Foundation Funds** – The group was directed to the memo from Pierre Allaire on the reasonable and prudent use of Foundation dollars.

**Adjournment** – The meeting adjourned at 11:28 am.