

**College of Education and Human Services  
College Leadership Team  
Minutes  
May 27, 2009**

**Present** – Larry Daniel, Marsha Lupi, Claire Torres, John Kemppainen, John Ouyang, Ellie Scheirer, John Venn, and Jeff Cornett

**Call to Order** – The meeting was called to order at 9:37 am.

**Minutes** – The minutes of the May 13, 2009, meeting were approved as submitted.

**Announcements** – Dean Daniel said that he and Marsha Lupi are working on a proposal for graduate tuition waiver funds and will present it to the group at an upcoming CLT meeting.

John Venn reported that the school counseling cohort is up to 25 students for fall.

John Kemppainen said that the TV donated by Best Buy is up and running and Todd is working on announcements for students. John would like to use the video made by our recruiter a few years ago along with our Belize videos. They will be shown between the announcements.

Marsha Lupi said that because our open house is on June 24, we will plan the retirement reception in July. The Student Resource Center is her summer project. Some of the cabinets from the old ETC will be used. Jay Fuller is working with Dr. Lupi on this. He is creating a database of what is available. There have been a series of emails about suite doors that have been locked after 5 pm. We found out that our building is wired for courtesy phones. Students who have appointments after hours can call in to faculty to let them know they are here for their appointment. No one will need to leave the door opened or locked after hours. The phones should be available in a couple of weeks. Dr. Lupi distributed and reviewed the rules for the methods classrooms.

John Ouyang announced that Drs. Stanley and Fullerton will be program leaders next academic year. Dr. Ouyang asked about the name plates outside office doors. Do they all need to be uniform? It was decided that as a department each would make a decision on the name plates outside the door of each office.

No bulletin boards will be in the new building. Any postings should be done at the Student Union. Dr. Lupi will contact Justin at the Student Union about this. Dr. Lupi prefers to handle the approvals for the TV announcements in the Advising office.

Claire Torres announced that she has the deficiency reports and they will be available on-line on the accreditation site. The data are collected at the indicator level. There is useful information for ALCs and GLOs. We also have compiled data for 07-08 on employee and graduate satisfaction. We now have to collect data for individual programs. They will be posted

with the original information from the state. We are planning a faculty retreat on September 25 or October 9. The guest speaker will be scheduled to meet with faculty and programs the day before the retreat.

**Budget for 2009-2010** – Dean Daniel recapped the budget situation. All of the units were asked to take a modest cut. Our share is \$75,000 which was among the smallest amounts. Today we need to submit where we will take these cuts.

**Visiting Faculty Positions** – The group reviewed the spreadsheet on visiting lines and available rate. The requests for visitors are as follows:

- Len Roberson has requested one visiting position in special education.
- Cathy O'Farrell has requested Starlet Wilder to do intern supervision. She also could use another visiting faculty member if possible.
- Jeff Cornett said he has 16 sections not covered for fall. He is requesting 3 visitors. The most critical is for Nature of the Learner. He requested Suzanne Schellenberg to cover these sections. Chris White is specialized for the Classroom Management course. The third is Jerry Elliott because he covers the graduate level courses that have not been staffed.
- John Venn said that he has 3 staffing needs. First, a visitor is needed for the educational technology courses. With Dr. Foti's passing, Barbara Cox has covered the courses. The track has grown significantly. We had a half-time visitor for school counseling last year, and we need to continue a half-time visitor to meet the CACREP standards for supervision. The third need is in educational leadership with Russell Mays leaving. There are 53 possible applicants interested in the Nassau County Cohort beginning in the fall.
- John Ouyang said that he has critical needs in literacy and early childhood. He requested Gigi David as a visitor to teach some of these sections. The next critical situation is the ESOL position with Anne Jagnow leaving. Shari Little was a full-time visitor last year and he would like her to return this academic year. We only have one faculty teaching ESOL courses. Jin Suk Byun is coordinating the ESOL program for the College. The next is the vacant line for elementary mathematics.

John Venn suggested that if we cannot meet all of the visitor requests, we can consider strategically assigning overloads for faculty to meet accreditation.

Dean Daniel said that everything is still frozen in our regular salary budget. However, it appears that we should be able to fund all of the visitors with the exception of the second clinical visitor request in Educational Field Experiences. The Dean and Linda Sciaratta will take a look again at the budgets. Linda will send an email to Joann Campbell about how we will cover the additional rate needed on his line and the \$75,000 budget reduction.

**Enrollment Matters** – We are going to see some growth in our graduate enrollment due to the counselor education program. Anything departments can do to encourage graduate enrollment will be helpful. Wanda Hedrick is working on cohorts for the Childhood Education department.

The interpreting program is growing slowly. Our lower division enrollment is off of the charts for fall term.

**GRE/MAT Score Requirement for Graduate Programs** – John Kemppainen said that at the last meeting for the Graduate Standards and Curriculum Committee there was discussion about where we stand with the GRE and the Millers Analogies Test and if there should be a minimal score for specific programs on the given tests. The committee heard back from the educational leadership faculty and they would like to establish a minimal score. It was decided that we will leave it up to each program to establish their requirements.

**UNF's Week of Welcome (WOW)** – We will be showcasing our undergraduate academic programs on August 22, from 1-3 pm, at the University Showcase at UNF's Week of Welcome. The Dean asked the departments to send the name of one or more representatives from their department for this event. Students will talk to the representatives about their programs. Marsha Lupi and John Kemppainen will coordinate tours of our new building during WOW.

**Adjournment** – The meeting adjourned at 10:53 am.