Minutes
Faculty Assembly
College of Education and Human Services
February 4, 2011

Present – Jacqueline Batey, Betty Bennett, Jin-Suk Byun, Candice Carter, Terry Cavanaugh, Rick Chant, Sharon Crutchfield, Larry Daniel, Caroline Guardino, Katrina Hall, Cindy Hall-D’Angelo, Warren Hodge, Helen Hu, Janice Humphrey, Newton Jackson, Jennifer Kane, Kathe Kasten, Stacy Keller, Wanda Lastrapes, Jason Lee, Donya Little, Shari Little, Marsha Lupi, Katie Monnin, Don Moores, Meiko Negishi, Cathy O’Farrell, John Ouyang, Karen Patterson, Debbie Reed, Otilia Salmon, Elinor Scheirer, Lena Shaqareq, Sherry Shaw, Pritchy Smith, Nile Stanley, Carolyn Stone, Susan Syverud, Madalina Tanase, Claribel Torres, Christine Weber, John White, Lunetta Williams, and Brian Zoellner

Call to Order – The meeting was called to order at 12:24 p.m.

Minutes – The minutes of the January 7, 2011, meeting were approved as submitted.

Announcement/Opportunities for Faculty – Marsha Lupi announced that our College is leading the University in how many trips we have going abroad. We have sent over 50 students. This says a lot about our faculty and students. This is the best way to support our students in prescribed programs. She asked for a round of applause for those who participate!

We will be planning a retirement reception for those who are retiring.

Caroline Guardino thanked those who helped spread the word to students on experiencing special education in Hawaii and the Philippines, July 28-August 11, 2011.

ESDE will have a guest speaker on Saturday, February 5. The topic is “Staring at how we look, working with students with disabilities.” More information will be sent out electronically.

Shari Little announced that the Northeast Florida TESOL Conference will be held on campus on February 26, 10:30 -2:30 p.m.

Standing Committee Reports –
Undergraduate Standards and Curriculum Committee - no report

Graduate Standards and Curriculum Committee – The committee met on January 13 and handled business regarding the M.Ed. in Professional Education. They meet next on Thursday, February 10.

Personnel Committee – Madalina Tanase reported that the committee will meet right after this meeting to discuss the chair evaluation instrument.
**Student Issues Committee** – no report

**Technology Committee** – The committee met and discussed their goals for providing support to faculty on campus. They discussed the recent technology purchases, research support, seamless access to library resources, and the security issue surrounding administrative access for office computers. Jeff Durfee, Director of IT Security, will be invited to meet with committee members regarding administrative access.

**Executive Committee** – Jennifer Kane reported that the committee met to set the agenda for today’s meeting.

**ESOL Advisory Committee** – Shari Little reminded faculty that artifacts are needed for our upcoming accreditation review.

**Educator Preparation Institute (EPI)** – Betty Bennett reported that they are preparing to take applications in March for the 2011-12 Cohort. Send folks to their website.

**NCATE Update** – Dean Daniel reported that we were asked to submit suggested dates to NCATE for our accreditation review. The site visit will be scheduled in September or October. There will be more to share on this very soon.

**Student Organization Update** -

*American Sign Language Club (ASL)* - Heather Glatzmayer, President of the ASL Club reported that they now have 70 members across campus. Every 2 weeks they meet. They have continued with their silent dinners, bingo night, deaf trivia, and silent bowling.

**“Ask the Expert”** – Dr. Diane Tanner, Chair of Academic Standards Committee, talked about the academic integrity code and academic misconduct policies she distributed. If you find a student cheating make sure you have evidence. When a faculty member determines that a violation of the Academic Integrity Code should result in a penalty, the faculty member will notify the student of the offense by sending an Academic Misconduct Reporting Form to the student. A copy should also be sent to the appropriate departmental Chairperson within twenty (20) calendar days after the date in which the faculty member identifies the violation. The Academic Misconduct Reporting Form documents the circumstances surrounding the accusation and any adjustment to a grade or other action taken or recommended by the faculty member. The student can submit a written appeal to the faculty member within ten (10) calendar days from the date the faculty member sends the student form. The main way to send it to students is through email or it can be sent to the address on file with the university. It is important that faculty be explicit in their syllabi as to their expectations on academic integrity.

**New Business** – Jennifer Kane said that an email was sent to faculty asking for nominations for college representatives to serve on three faculty awards committees: Distinguished Professor, Outstanding Faculty Scholarship, and Outstanding Faculty Service. The nominations are as follows:
Distinguished Professor Selection Committee – Wanda Hedrick, Newton Jackson

Faculty Scholarship Selection Committee - Sejal Parikh, Lunetta Williams

Faculty Service Selection - Elizabeth Fullerton, Sue Syverud, Christopher Janson

Jennifer asked the group to cast their vote by 5pm on Monday. A ballot box will be set up in the Dean’s Office.

**Dean’s Report** – Dean Daniel said that we appreciate Community First Credit Union for the refreshments and information on their services set up on the table outside this meeting. They have set up an endowment for our students. They are very engaged in the work of our unit.

The Dean received an email from President Delaney regarding changes in Academic Affairs. There are some positive things are going on. The President has taken the concerns of the faculty very seriously. Watch for some things that will happen. The deans are very interested about the rotating faculty position which has not been formalized yet. This position is for a faculty member to work within Academic Affairs as a part-time advisor to the Provost. Using course release time, this faculty member would sit with the AA staff and in other organizational meetings helping to inform the decision-making processes. The faculty member would assume this role for a one-year period, allowing for varying perspectives over time. This is at the proposal stage only.

The Dean distributed a memo he wrote to the faculty regarding the National Center for Teacher Quality (NCTQ) and *US News* and *World Report* project to rate and rank teacher education programs. This project is a major attack on teacher education. Most of the Deans in Florida and across the US are refusing to respond to the invitation, others are writing statements declining and noting concerns they have with the project. We are taking a strong stance to not participate.

We are progressing with our searches. We have filled the School Counseling position, the ASL/English Interpreting position, and the Special Education position. Some of the searches are at the telephone interview stage, on-campus interview stage, and others are reviewing applications.

There is uncertainty to what may be happening with the budget this year. Early next week the Governor’s budget will be announced.

Quite a few people have had some problems with computer and outlook problems. Be sure to notify Joe Lynch. Most of the problems have been with handheld devices communicating with Outlook.

**Discussion on Involvement in a Doctoral Program** – Kathe Kasten and Ellie Scheirer collectively discussed involvement in the Educational Leadership doctoral program. They gave a brief
The history of our doctoral program. The program started in 1988 as an academically-based program. A study group approach to curriculum development was the design that was ultimately developed. Students were admitted in 1990 and the first graduates were in 1994. Currently we have 160 graduates in the program. We did not want to mix master’s program coursework, we wanted a true doctoral program that was intellectually rigorous and broad, and involved faculty across the college and university.

We wanted students to be able to take their minor courses elsewhere (up to 12 credit hours). We needed a research component – 76 hour program with 24 hours in dissertation credit. We broadened the program to take some FCCJ administrators that came with financial support. We have realized we did not build in support for students after the comprehensive exams which is vital to their success. It is a 12 month program and we have 9 month faculty which makes it hard to ensure consistent support to students.

What we learned is to admit cohorts of students. The cohort is the single most important aspect of the program. We get capital from our students, they are our best promoters. Helping the students understand that a doctoral degree will open up possibilities for them. In some cases there is the never-ending dissertation. The academic work is rigorous and life happens. The problem is how do you let those students know that they will not finish the dissertation?

Some questions to attend to:
1) Full or part time program?
2) Provide financial assistance to students?
3) Follow a model that is out there?
4) What combination of coursework? online? face to face? It is a mixed market out there.
5) What faculty strengths do you have to build on? Need a careful consideration of personal inquiry in the doctoral program. They need to be experts in something. Have original scholarship embedded in the program and a robust demonstration of scholarship somewhere in the program.
6) Where will you recruit from? Where will they go? Many are place bound.
7) How will the program compete with others in the field? What unique niche will you fill? What special attributes will your students have?

It is the most exciting work they have ever done. The Dean mentioned some of our alums of the program: Drs Torres, Reed, Little, David, Parrish, and Poppell.

The Dean distributed a survey on faculty interest in doctoral program involvement requested by the COEHS Leadership Team and COEHS Executive Committee of Faculty Assembly. The results will be compiled by the Office of the Dean and shared with these two groups. The Dean encouraged the group to complete and return the survey to the Dean’s Office even if they do not think we should add doctoral programs. The results will be compiled and then an informational meeting will be scheduled.

**Adjournment** – The meeting adjourned at 1:24 p.m.