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

Present – Betty Bennett, Jin-Suk Byun, Candice Carter, Terry Cavanaugh, Jeffrey Cornett, Vicki Cornett, Larry Daniel, Gigi David, Cassandra Etgeton, Elizabeth Fullerton, Caroline Guardino, Katrina Hall, Wanda Hedrick, Helen Hu, Newton Jackson, Chris Janson, Jennifer Kane, Stacy Keller, John Kemppainen, Marcia Lamkin, Marsha Lupi, Donya Little, Shari Little, Katie Monnin, Meiko Negishi, Cathy O’Farrell, John Ouyang, Sejal Parikh, Karen Patterson, Debbie Reed, Elinor Scheirer, Rebecca Schumacher, Lena Shaqareq, Sherry Shaw, Pritchay Smith, Nile Stanley, Carolyn Stone, Susan Syverud, Madalina Tanase, Claribel Torres, John Venn, Christine Weber, John White, Kenneth Wilburn, and Lunetta Williams

Presentation on the New Travel and Expense System
Michael Biagini, Director of Financial Systems, introduced the Controller’s Office staff who worked on this project - Amy Brown, Chiquita Bryant, and Angela Simmons. He did a brief summary on the new Travel and Expense System to the faculty. The online software enables faculty and staff to request approval for travel and the reimbursement of associated expenses for approved travel. Two courses are provided to familiarize faculty and staff with the features and steps necessary to use the new software program:
Travel and Expense Delegate Training - Designed primarily for administrative and support staff who currently complete Travel Authorization Requests (TARs), but also for the faculty or staff member who completes their own TARs. These individuals are typically familiar with university travel policies and procedures.
Travel and Expense Approver Training - Designed primarily for faculty and staff who only review and approve their own travel, or travel for employees they supervise. Receipts will be scanned and saved into a specific folder for accounts payable. Training opportunities will be available.

Announcements/Opportunities for Faculty – Marsha Lupi talked about the technology survey. To date, she and Joe Lynch have had 18 responses from faculty. The issues noted will be presented to our College Technology Committee. They will be asked to present the issues to the University Technology Committee.

Regarding APCs, Dr. Lupi said that it is important to mark that “no resources are needed” in the APC section that asks this. A final signatory will show when this is complete and will allow her to approve the APC.

Jennifer Kane said a couple of faculty have asked about the results of the evaluations of our Dean and Provost. Faculty are not privy to see the results of the evaluations. The results are placed in their personnel file.

Standing Committee Reports –
**Undergraduate Standards and Curriculum Committee** - The committee processed an APC which was submitted to Dr. Lupi. The APC was approved.

**Graduate Standards and Curriculum Committee** – Wanda Hedrick reported that they had the issue with APCs not moving forward due to the signatory line not showing. The early childhood education certificate was passed along. At the next meeting they will consider passing a policy on certificate programs. John Kemppainen said that he will forward University certificate policies to the committee to review. APCs are due to the committee by March 24.

**Personnel Committee** – Madalina Tanase reported that the committee met last Wednesday to talk about the instrument for the chair evaluation.

**Student Issues Committee** – John Kemppainen reported that the committee met electronically and got feedback on the new Suspension and Appeals Policy and students at-risk.

**Technology Committee** – John Ouyang said that the major discussion was administrative access to faculty. Jeff Durfee was invited to the meeting. Faculty can apply for access, their supervisor needs to approve, and then it will go to the review board. It will be quick turnaround.

**Long Range Planning Committee** – Marcia Lamkin said they will meet the Wednesday after spring break.

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

**ESOL Advisory Committee** – Shari Little reported that they met in January to cross-reference syllabi with matrices. They continue to need artifacts.

**Educator Preparation Institute (EPI)** – Betty Bennett reported that beginning in August students can apply through the Admissions website and our website.

**NCATE** – Claribel Torres said that our site review dates are October 1-5. Faculty need to be available Sunday, October 2 through Wednesday, October 5. Faculty were asked to mark their calendars especially program area leaders. The report will be finalized by the end of the term – program narratives are almost done. Faculty were asked to start prepping their students so they understand what the logo means. Take the time to make sense of what it means. The advanced programs need improvement – we may have major issues here. NCATE is changing the way they award status to the institutions – we are on the traditional model – if they find issues we get approval for 2 years and they will come back for a focus visit or full site visit. We do not want this. Claire referred to the poster on display. Starting on Wednesday or Thursday of next week the poster will be displayed in classrooms.

**Chair Survey Instrument, Personnel Committee**
Madalina Tanase said they met as a committee to discuss the IDEA survey. This survey has been used for the past few years across the University. It takes about 20 minutes to fill out. It is not labor intensive. The second is used by the University of Florida. She asked faculty to look at
both of them and they can collectively decide which one to use. The Dean’s office will pay for the IDEA survey. It is fairly inexpensive. These are being presented today for review only. We can create our own. Faculty will not know the results of the survey. The instrument used should be what people are expecting for the general role of chairs. They should be specific to the context of the department and institution.

**New Business** – Jennifer Kane said that faculty have an opportunity today to nominate members to the Executive Committee. There should be representation from each department on the committee. Nominations include Katie Monnin and Chris Weber for department representative from Childhood Education. John White and Chris Janson were nominated for member-at-large. Caroline Guardino was nominated to serve as ESDE’s department representative. The ballot box will be available in the Dean’s Office. Faculty were instructed to vote for one member-at-large and one department representative for CE and one for ESDE.

**Dean’s Report** – Dean Daniel announced that today was John Venn’s last Faculty Assembly meeting. He retires at the end of March. The Dean said that John has been a true servant to this college – a chair for many years, acting associate dean, and has always been a wonderful presence around the college. A retirement celebration is being planned for John Venn, Pritchy Smith, and Mike Ramsey-Smith.

**NCATE/FDOE Review**
Site visit dates are **October 1-5, 2011.** Please mark your calendars. It is important that all professional education unit faculty are on campus during time of the review. NCATE BOE team chair will be Linda Quinn (UNLV). We should know the remaining members of the team soon, as well as the members of the Florida DOE team.

**Race to the Top Progress**
In August 2010, Florida was awarded a $700 million federal Race to the Top grant. The grant period ends after the 2013-14 school year. Grant funds are being used to:
- Develop performance evaluation systems that are at least 50% based upon student learning growth;
- Assist districts in acquiring assessments for subjects and grades not tested on statewide assessments;
- Develop value-added student learning growth formulas for subjects tested by statewide assessments as well as growth models for assessing subjects and grades not tested by statewide assessments.

Districts must also develop educator compensation systems that tie the most significant increases in salary (i.e., > 50%) to performance. Sixty-two school districts, 224 charter schools in 29 districts, and 3 university lab schools have signed formal commitments with the Department of Education (DOE) to implement these reforms.

**Florida Legislative Activity**
In addition to general interest issues related to retirement system contributions, the Legislature will be considering “comprehensive teacher bills” (HB 7109; SB 736). Provisions being considered:
- Codifies Race to the Top performance evaluation and educator compensation reforms into law.
- Performance salary schedule applies to employees hired on or after July 1, 2014, and instructional personnel on annual contracts as of July 1, 2014. Instructional personnel on continuing or professional service contracts are “grandfathered” into the existing salary schedule, or, at anytime, may opt into the performance salary schedule.
- The probationary period in an employee’s first annual contract is extended from 97 days to one year. Newly hired classroom teachers must be evaluated at least twice in their first year of teaching in the school district.

Standards for measuring student learning growth vary by personnel classification, as follows:
- Student learning growth for students assigned to classroom teachers will be measured by statewide assessments or, for subjects and grades not tested by statewide assessments, school district-selected assessments.
- Student learning growth for students assigned to other instructional personnel will be measured by statewide assessments; however a combination of growth data and measurable student outcomes unique to the personnel assignment may be used, provided that growth data accounts for at least 30% of the evaluation.
- Student learning growth for a school administrator’s evaluation will be measured by learning growth data for students assigned to the school.

The bills require performance evaluation systems to differentiate among four consistent and clearly defined levels of performance: “Highly effective”; “Effective”; “Needs improvement,” or for instructional personnel in their first three years of employment who need improvement, “developing”; “Unsatisfactory.”

The state board must adopt rules establishing uniform standards for each of the four performance levels. School administrators will also be evaluated based upon recruitment and retention of effective or highly effective classroom teachers, school-level improvements in the percentage of such teachers, and execution of evaluation duties. The bills discontinue professional service contracts for instructional personnel on annual contract as of July 1, 2011, and those hired thereafter. Unlike automatically renewing professional service contracts, these employees will be employed on annual contracts. The bills effectively end the practice of “last hired, first fired” in Florida. District school boards, when making reductions-in-force, must prioritize retention of instructional personnel and school administrators upon educational program needs and performance evaluation results. Specifically, employees with the lowest performance evaluation ratings must be released before higher-rated employees.

The Political Front
Chancellor Brogan has sent a strongly worded letter to US News and World Report and the National Center for Teacher Quality stating that SUS schools will not participate in the teacher evaluation rating/ranking project.
Florida Legislature Regular Session—March 8 through May 6.
A UNF team will participate in FACTE’s Day on the Hill later this month (Drs. Daniel, Hodge, Kemppainen, Lupi, and Torres).
Budget News
It is presently estimated that UNF will have a revenue decrease of about $7-8 million for FY 2011-2012. Most of this should be absorbed via reserve funds and increased tuition revenue. Due to reallocation of salary dollars across positions, COEHS may be several positions shorter next year than in the present year. We expect to have decisions on some visiting positions within the next month; we may not know about others until May.

Gladys Prior Awards
Please nominate an outstanding teacher! Deadline is March 11, 2011 @ 5:00 PM.
Criteria:
- Evidence of inspiring students.
- Evidence of excellent teaching.
- 10 years of classroom teaching experience.
- Duval County public or private school teacher.
- Not eligible—academic coaches, media specialists, counselors.

Nomination Process:
- Letters may be written by anyone except the teacher: parents, students, teachers, administrators, community members, etc.
- Letters should be addressed to Dean Larry G. Daniel.
- Organized campaigns may disqualify a nominee. One letter is enough!

Adjournment – The meeting adjourned at 1:34pm.