Call to Order:

On September 19, 2003, Pat Daniel, Council Chair, called the first College Council for the fall semester to order at 1:10 p.m. P. Daniel introduced Dean Colleen Kennedy and welcomed her to the College of Education. Introduction of all committee members followed.

Minutes

The minutes from April 18, 2003 and May 16, 2003 stand approved as amended.

Ballot Results

Pat Daniel stated a 25% return participation was needed to pass the amendments to the Constitution and By-Laws. There was over 50% who responded were in favor of passing all three amendments. Amendments passed.

Section 6.1.2. will now read: “From its membership, the College Council will elect one Vice Chair, one Secretary, and one Parliamentarian.

Then add immediately after:

The College Council Executive Committee will consist of College Council officers: Chair, Vice-Chair, Secretary, and Parliamentarian. The Executive Committee will meet with the Dean or the Dean’s Designee on a set schedule to discuss motions
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passed at each meeting and report back to the Council along with a timeline for action. And,

The By-Laws Committee will consist of the College Council Executive Committee.

Executive Officers Report

On May 21, 2003 the Committee met and discussed the following items:

• Agreed to delay fall retreat until Dean Kennedy had time to settle in and acclimate herself to the College.
• Reviewed report from University-wide Diversity Committee – Barbara Shircliffe is finalizing a report to be presented to the College Council from the COE Diversity Task Committee.
• Search committees will be formed to review applicants for the positions of Associate Dean and Assistant Dean

Dean’s Report

• On July 7, 2003 the Dean began her duties at the College and has focused on establishing a working relationship with the COE faculty, College Council, Chair’s Council and the Dean’s office.
• Budget Cuts have priority as her term began. Dean Kennedy had the opportunity to work with Interim Dean Harold Keller, Interim Associate Dean Ed Steiner and the Department Chairs over the summer to work on the cuts needed to enable the necessary reductions in the budget. Interim Dean Keller had planned for the worse case scenario (7% reduction) and the final cut was 3%.
• Will put together a leadership team including oversight on NCATE.
• Prioritize jobs done well in the Dean’s Office and by whom.
• Workup appointment descriptions for Associate Dean for Academic Affairs & Associate Dean for Research & Faculty Development, Assistant Dean for Educator Preparation, and Program Director for NCATE; and, review candidates for positions.
• Ruby Jackson will take over as the EEO Liaison for the COE, which previously was held by Edouard Piou who retired for health reasons.
• Collaborated with Deborah Love, Director of Diversity & Equal Opportunity Affairs.
• Chairs, Directors, and SAS support the strategic plans. Faculty will be engaged in exercises to ensure everyone is on the same track for the future vision. There will be a KICKOFF event on Friday, October 10, 2003 from 11 am – 12 pm for Strategic Planning.
• COE has a tremendous amount to offer to the University, self-sufficiency, diversity and technology.
• Dean Kennedy will be meeting with all departments’ faculty and staff in hopes of getting to know everyone.
• Need to improve communication between the various councils, committees, and departments. Everyone is encouraged to submit suggestions to improve
communication in the COE.  **Action steps should be distributed immediately following the meeting by:**  Chair’s Council – Pat Daniel; College Council – Mary Lou Morton, Secretary – Dean’s Office, Colleen Kennedy. Another suggestion was that the College Council Agenda be included in the body of the email rather than as an attachment.

- Carine Feyten has been working with Graduate Students on revising/updating the COE webpage so that it matches up with the University’s front door. The goal is to have this up and running by January 2004.

**Committee Reports**

**UPC – Sherman Dorn**

- The UPC Chair for 2003-2004 is Sherman Dorn and Kathy Laframboise is Chair Elect.
- All departments needing to revise programs/courses due to State mandates must submit the necessary paperwork for immediate review to the College Council. It was noted that the process takes approximately three months from start to finish. Sherman Dorn encouraged everyone to submit the documents ASAP if they want it to appear in the spring catalog.
- The UPC discovered the course Curriculum & Instruction had been cancelled without consulting other departments to determine if this would cause a hardship for students. Sherman Dorn contacted Judith Ponticell, Chair, DELPS, and she agreed to schedule two sections for spring to assist students who needed this course for graduation.
- The UPC has a couple of initiatives for the coming year, (1) Honor’s College and (2) promoting undergraduate research.

**GPC – Steve Permuth**

- The GPC encouraged its members to communicate the GPC’s monthly outcome at individual departmental meetings.
- The GPC members were notified the possibility of adding more meetings if necessary to complete its work.
- Agreed not to change current First Day Attendance policy but it was suggested faculty could drop students an email following class to notify them that it is their responsibility to drop the class.
- Childhood Education’s credentialing criteria was approved.
- Reviewed protocol for submitting paperwork to College Council and onto agenda.
- List issues from the floor on the agenda.

**Finance & Budget Committee – William Kealy**

- A discussion was held on committee participation. It was requested that if a representative is unable to attend, an alternate should be sent.
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- Dean Kennedy underscored the importance of the FBC and the intention of the Dean’s Office to work closely with the Committee in the coming year.
- Summary of financial status of college was presented with the bottom line being a 3% decrease in the budget for 2003-2004 (approximately $500,000).

Research – Carol Mullen

- The Research Committee will have its first meeting on September 25, 2003 at 10:00 am in EDU 219 and invites everyone who would like to attend.
- Committee will review the report on Differentiated Staffing – A Vision for Colleges of Education? Voices From Without*
- The Research Committee would assess the opinions of those who participated in the College of Arts & Science symposium last year to determine whether a similar symposium might be appropriate for the College of Education or to collaborate with the CAS for a joint symposium.
- Research Articulation Task Force will get with Dean Kennedy to coordinate research efforts and interest across the college.
- Mary Lou Morton will speak about the Role of the Research Council and process for reviewing internal rewards/specific items for new faculty on September 25, 2003.

Technology – Georgios Stylianides

- The Committee discussed various problems with Blackboard and communications with Academic Computing.
- Georgios Stylianides was part of the 21st Century Workshop on technical issues. It was determined that 90% of undergraduate students plagiarize from the Internet. Internet programs have been developed to compare various phrases and determine whether a report has been plagiarized.
- A one-day training session was held for faculty and students involved with the “pilot” laptop initiative.

Personnel Policy Committee

- The PPC has not met at this time.

Ad Hoc Committees

Field Experience – Betty Epanchin

- Handout was distributed (see attached). Committee would like direction from College Council and new Assistant Dean before expending more energy in this regard. Jenifer Schneider moved to table until new Assistant Dean is hired, Georgios Stylianides seconded, call for discussion and motion passed unanimously.
Standards/Dispositions – Mary Lou Morton

- A handout was distributed to the Committee (see attached).
- The greatest concern for the Committee is interns being dismissed from schools because of conduct.
- Committee suggested developing a policy to monitor behavior of students, e.g., during orientation cover the ethical areas with students and have them signoff acknowledging their understanding and the consequences.
- Behavior should be recorded.
- Any repercussions toward Graduate and Undergraduate Programs should be related to wider University for student grievances.
- Objective is to have a procedure in place that can be documented for NCATE.
- There must be college-wide coordination between Departments.
- Jenifer Schneider made a motion to follow the Committee’s recommendations, Clare Hite seconded and motion was passed unanimously.
- Sherman Dorn moved to have College Council direct UPC, GPC, and the Associate Dean for Academic Affairs, to develop a college-wide policy on professional standards of behaviors in response to the Ad Hoc Committee on Standards/Dispositions. Motion seconded by Jane Applegate and motion carried.
- Pat Daniel will report Council’s decision to Interim Associate Dean Carine Feyten and NCATE Program Director, Pam Magasich and seek further directions.

Teacher Effectiveness – Kelly Powell-Smith

- The College Council extended thanks for the hard work involved over the past two years put forth by this committee. Jenifer Schneider moved to accept the Committee's final report, seconded by Mary Lou Morton, and with a unanimous vote, so moved.

New Business

Election of Executive Committee Members

Vice-Chair:

- Pat Daniel called for nominations for the position of Vice-Chair who must be “tenured Full or Associate Professors” and “must obtain a majority vote of Council membership present and voting.” The term of this position is one year.
- The Vice-Chair of the College Council shall: (1) Assume the duties of the Chair when the Chair is absent, (2) Convene the chairs of the standing committees of the College Council on a regular basis for the purpose of exchanging information in regard to committee activities, and (3) Perform other duties assigned by the College Council Chair.
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- Council members who qualify for the Vice Chair are: Jane Applegate, Frank Breit, Michael Curtis, Robert Dedrick, Janice Fauske, Jenifer Schneider, and Barbara Shircliff.
- Tabled until next meeting.

Secretary:
- Pat Daniel called for nominations for the position of Secretary, which is a one-year term and “must obtain a majority vote of Council membership present and voting.”
- The Secretary of the College Council shall: (1) Keep a record of the proceedings of all the meetings, (2) Assume custody of all records. Maintain a copy of the College Council Policy Handbook, (3) Serve as Chair of the Elections Commission, and (4) perform other duties as assigned by the College Council Chair.
- Mary Lou Morton was elected by acclamation.

Council Liaisons:
The following were elected by acclamation to serve as liaisons to the various standing committees:

- Finance & Budget Committee: Michael Mills
- Graduate Programs Committee: Jane Applegate
- Personnel Policy Committee: Ann Cranston-Gingras
- Research Committee: Robert Dedrick
- Technology Committee: Frank Breit
- Undergraduate Programs Committee: Libby Ethridge

Adjournment
The Council adjourned at 4:00 pm.

Next Meeting
The next meeting will be Friday, October 24, 2003 at 1:00 pm in EDU 415.

Transcribed by:
Rebecca Wilkins, Program Assistant
COE College Council
• Motion to amend Constitution & By-Laws to now read:

Section 6.1.2.
From its membership, the College Council will elect one Vice Chair, one Secretary, and one Parliamentarian.

The College Council Executive Committee will consist of College Council officers: Chair, Vice-Chair, Secretary, and Parliamentarian. The Executive Committee will meet with the Dean or the Dean’s Designee on a set schedule to discuss motions passed at each meeting and report back to the Council along with a timeline for action.

The By-Laws Committee will consist of the College Council Executive Committee.

• To facilitate better communication between faculty, departments, and committees, action steps shall be distributed to Everyone immediately following the meetings. Chair’s Council action steps will be distributed by the College Council Chair and the College Council Secretary will distribute College Council action steps.
• Tabled discussion on Field Experiences until new Associate Dean is hired.
• Motion passed to follow the Standards/Dispositions Committee’s recommendations on student behavior.
• Motion passed for College Council to direct UPC, GPC, and the Associate Dean for Academic Affairs to develop a college-wide policy on professional standards of behavior.
• Motion to accept the final report from the Ad Hoc Committee on Teacher Effectiveness.
• Table election of Vice-Chair for the College Council until next meeting.
• Mary Lou Morton was elected Secretary for the College Council.
• Council Liaisons for elected for the Standing Committees as follows:

  Finance & Budget Committee Michael Mills
  Graduate Programs Committee Jane Applegate
  Personnel Policy Committee Ann Cranston-Gingras
  Research Committee Robert Dedrick
  Technology Committee Frank Breit
  Undergraduate Programs Committee Libby Ethridge
Purpose of this work group:

To develop a conceptual framework that will interface with schools and clinical settings (e.g., why we do what we do/what are our beliefs about connecting applied work to university classroom work). Particular issues include: paid internships, PDSs, partner schools, partnerships, doctoral level clinical experiences, and all aspects of field experiences in the undergraduate and masters programs.

The Committee has met twice, once with College of Ed members and once with school administrators from Hillsborough, Pasco, Pinellas, Polk and Hernando. Both meetings were well attended and both generated much discussion, which is summarized below.

There is a general agreement among both school and university personnel that:

- Field experiences need to be closely linked to on-campus, in-class work so that teacher candidates are supported in their effort to link theory and practice.
- USF and the surrounding school districts are too large and diverse to have a single model that will meet all needs.
- A continuum of options for entering teaching is needed that includes undergraduate programs for traditional students, part-time programs for non-traditional students, MAT for persons entering with bachelor’s degrees, alternative certification options, and masters-level courses for professional teachers.
- A variety of options for pre-service training currently exist that illustrate the many creative approaches that can and are being implemented, some of which are redefining the roles of beginning and master teachers.
- Innovative designs for fieldwork should be encouraged and means of planning, implementing and evaluating such models need to be incorporated in our thinking about field experiences.
- Involving mentors is an excellent model for supporting master teachers as well as for helping novices develop. Two programs are currently using mentor models extensively.
- One of our most pressing problems is the unevenness in the quality of our students (more students asked to leave internships last spring than ever). While we continue to have many excellent students, we need more effective strategies for screening our students. Partnerships with schools can be very helpful in screening potential teachers.

University personnel acknowledged the benefits of having PDSs, but they focused on the costs (both in time and resources). School personnel were unanimous in their enthusiasm about PDSs and their hope that PDSs will continue and even expand. School personnel voiced a willingness to work as needed to re-energize and expand our PDSs.

**NOTE:** This past summer, we submitted a proposal to the Title II Teacher Quality grant competition that would have helped to fund the PDSs work, but we were not funded. That grant competition will be conducted again this year. We have not yet received feedback on our proposal, but it does appear as though start-up efforts are not being funded.
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Ad Hoc Committee on Standards/Dispositions  
September 2003  

Members: Mary Lou Morton (Chair), Diane Briscoe, Ben Graffam (Doctoral Student), Michael Mills, Jim Paul, Barbara Shircliffe  

During the spring of 2003, this committee was appointed to develop college-wide professional standards of behavior for all USF COE graduates and to propose structures that would address professional misconduct of students and manage legal disclosures before final internship.  

The committee met several times during the semester and did the following:  

1. Obtained input on the topic from the Dean and Associate Deans;  
2. Obtained input from the chair of the College Council and from other faculty members interested in the development of a standards committee for the college;  
3. Obtained documents from other universities describing their approach to the issues associated with professional standards;  
4. Studied documents of various COE departments describing their processes of explaining expectations for dispositions;  
5. Studied statements of ethical practice of some professional associations;  
6. Discussed a wide range of issues associated with the challenge of defining and developing a system to monitor and enforce professional standards of behavior.  

The committee came to the following understandings and assumptions about the task:  

1. A philosophy of teacher education and an ethical theory should provide the context and foundation for defining professional behavior and dispositions for university students preparing to be teachers;  
2. A teacher induction program, such as an orientation, that connects all of the teacher education programs in the college is needed as a context for defining and consistently enforcing a commitment to professional standards and dispositions;  
3. Although there is no consistency across departments and some departments have developed more specific approaches than others; all teacher education programs in the college have some definition of the professional behavior expected of their students and some form of behavior code enforcement;  
4. Give the complexity of different programs in the college with respect to their goals and expectations of students, decisions need to be made about which programs will be the focus of the first wave of development of “college-wide” standards;  
5. Clearly specified professional standards of behavior and a system for enforcing those standards are essential features of a credible teacher education program;  
6. The NCATE Standard must be met but it reflects a limited perspective;  
7. One of the major challenges in developing and enforcing professional standards of behavior is to have the college-wide perspective in both the definition and enforcement of professional standards and behavior;  
8. The definition and enforcement of professional standards of behavior must:  
   a. Reflect the values and perspectives of the faculty charged with enforcing them;
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b. Be aligned with the values and commitments of the College Council and the Dean;
c. Be sensitive to idiosyncratic, program-specific variations in behavior with respect to professional performance and dispositions;
d. Discern the nature of, and relationship between, legal and policy issues and create a system in which boundaries are as clear as possible and accountability is bidirectional, i.e., to the student and to the college-based system of enforcement.

9. Both short term and long term strategies are needed to address the complex issues associated with defining and implementing a system to enforce professional standards;

The committee recommends:

1. Short term goal: to satisfy the NCATE professional standard regarding dispositions:
   a. Begin the initiative with a focus on the undergraduate teacher education program and the MAT in teaching;
   b. Recommend to the chair of the College Council, department chairs, and the Dean that a committee with departmental representatives and student representatives, chaired by a faculty member with specific expertise in teacher education be appointed and charged with responsibility for the following:
      i. Compiling a complete record of the department-based protocols now in place for identifying and enforcing professional standards;
      ii. Providing the College Council, department chairs, and the Dean with the record, along with recommendations for eliminating any gaps between what now exists in the college and the NCATE standard;
      iii. Planning and implementing strategies for reaching the long term goal.

2. Long term goal: develop a comprehensive system for defining, developing, and enforcing professional standards and dispositions for students in the College of Education:
   a. Plan and conduct a conference on professional standards and dispositions:
      i. Invite representatives of colleges of education that have successfully planned and implemented excellent models for defining and enforcing professional standards and dispositions to participate in the conference;
      ii. Invite representatives of colleges of education that have excellent teacher induction programs to participate;
      iii. Design a working conference involving faculty in the college and outside participants who bring knowledge and experience in developing successful teacher induction programs and workable systems for defining, teaching, and enforcing professional standards and dispositions.
      iv. The product of the conference would be input to the college committee whose task would be to propose a design for teacher induction and a system for defining, teaching, and enforcing professional standards and disposition.
   b. Develop a symposium collaborating with other institutions who are doing similar work on standards and dispositions for presentation at conferences.
K. Powell-Smith, Committee Chair, called meeting to order at 1:05 pm.

**Agenda Items Discussed**

I. Review committee charge  
II. Decide further actions needed  
III. Other

**Discussion**

- The discussion centered around the work done over the past two years. Several accomplishments of the committee were discussed including changes in the COE teaching evaluation process, the development of the White Paper, the formulation and study of an intern/field experience supervisor evaluation, examination of the challenges presented when evaluating distance learning courses, and changes in departmental annual review guidelines (in at least one department) that occurred as a result (at least in part) of discussing the White Paper.
- The group also commented on the work of the personnel policies committee regarding changes in tenure and promotion evaluation and that committee’s work was consistent with the direction that this Ad Hoc Committee would like to see taken.
- Some frustration was expressed regarding the lack of forward movement in discussing the White Paper further, in particular at the COE level. It was recalled that in the Spring of 2002, the College Council approved that the document would be discussed in departments and then at the College level. It was noted that several departments did discuss the paper last spring.
- Finally, the committee agreed that we request that the College Council set a sunset date for this Ad Hoc Committee and determine any specific tasks to be completed before that date.

Meeting adjourned at 1:25 pm.