

MINUTES
Nova Southeastern University
Master's of Science and Educational Specialist
Graduate Teacher Education Program
M.S. AND ED.S. CURRICULUM COMMITTEE MEETING

Third Floor Conference Room, North Miami Beach
March 6, 2007, 10:00 a.m. – 12:00 p.m.

Participants: Drs. Julie Alemany, Tony Bright, Mel Coleman, Mary Collins, Dana Fredebaugh, Linda Goldsmith, Audrey Henry, George Iber (Chair), Meline Kevorkian, Mary Kolesinski, Sidi Lakhdar, Rashid Moore, Wilma Robles de Melendez, Alejandra Parra, Jennifer Reeves, Zandra Stino, Angie Su, Elaine Van Lue, and Jan Yates (Scribe).

Item 1. Welcome / Announcements

Discussion: George welcomed the group.

Outcome: Program professors are asked to send student materials and portfolios to Linda Stark for the SACS review. Program professors are also asked to send to Meline a list of course numbers and titles that are offered by term.

Item 2. Approval of Minutes of February 6, 2007

Discussion: None.

Outcome: The minutes were unanimously approved.

Syllabi Review

Item 3. ATH 520 *Essentials of Sports Law (Jennifer Reeves)*

Discussion: None.

Outcome: ATH 520 was unanimously approved with the changes noted by the subcommittee review.

CBD 508 Methods and Strategies in Behavioral Management (Tony Bright)

Discussion: This is a new course that was developed by Julia Hart (adjunct instructor).

Outcome: CBD 508 was unanimously approved with minor corrections.

CBD 509 Social Skills Training (Tony Bright)

Discussion: This is a new course that was developed by Mia Holland (adjunct instructor).

Outcome: CBD 509 was unanimously approved with minor corrections.

TEFL 530 Technology in TEFL (Rashid Moore)

Discussion: This is the first TEFL (Teaching English as a Foreign Language) syllabus to be reviewed for this new M.S. program.

Outcome: TEFL 530 was unanimously approved.

TSOL 730 International and Comparative Education: Issues in Language and Literacy Policy (George Iber)

Discussion: This is the last course for the Ed.S. program for TSOL. Based on input from the January meeting, modifications were made to the syllabus.

Outcome: TEFL 730 was unanimously approved.

Discussion Items

Item 4. Syllabus Review and Payment Process (Meline Kevorgian for Barbara Packer)

Discussion: This new process is in effect. To ensure payment for curriculum development, approvals must be received by the Dean of Faculty and the program's Associate Dean of Academic Affairs before course development begins. Those who are currently working on materials need to complete the forms now. Program professors cannot outsource curriculum development without approval.

Outcome: The process description is posted at the Office of Academic Affairs site at http://fin.nova.edu/pdf/acad_affairs/CourseDevelopmentApprovalProcess.pdf.

Additional forms that must be completed include the following:

1. **Adjunct Supplemental Payment Form**

http://www.schoolofed.nova.edu/common/pdf/adjunct/adjunct_supplemental_payment.pdf

or

Supplemental Payment Form

http://fin.nova.edu/pdf/payroll/supplemental_payment_form.pdf

2. **Course Inventory Maintenance Form**

http://fin.nova.edu/pdf/acad_affairs/course_maintenance.pdf

Item 5. Syllabi Review Process (George Iber)

Discussion: The new process is working well.

Outcome: The template subcommittee (Jan, Linda, and Mary) will provide suggestions on content areas to add to the rubric at the April meeting.

Item 6. Listing of Ed.S to Ed.D. Courses (Jan Yates)

Discussion: What is the status of the articulation of the Ed.S. to Ed.D. courses and how will the articulation be designated in the catalog?

Outcome: The articulation is still being addressed by Dr. Packer and Dr. Mills. Meline will ask them to speak on this at the April meeting. This change may be completed by the fall.

Item 7. Cluster (Cohort) Formats (Jan Yates)

Discussion: In the Fall 2006 Term, there was interest in following a cluster (cohort) format for low-enrollment programs, both online and on-site. What is the status of this? Mel and Sidi are working with the Palm Beach School District to develop cohorts in various areas. The development of future cohorts needs to involve Academic Affairs administrators, Marketing, program professors, and site administrators. School districts may have leftover funds for professional development, so a development timeline is needed to begin to capture opportunities. Some programs may be interested in developing compressed video cohorts or blended online/on-site offerings.

Outcome: Meline will contact Mel and other administrators to discuss this development. Mel will send a copy of a sample contract and materials to program professors so they can begin thinking about what is needed to organize potential cohorts. Program professors need to discuss and request compressed video offerings through the site field associates before scheduling the courses. The compressed video setup will be taken care of through Media and Technology (Main Campus).

Item 8. Articulation of M.S. Graduates to Ed.S. Students (Jan Yates)

Discussion: An incentive is needed, in addition to the 20% tuition discount, to encourage M.S. graduates to continue their studies in our Ed.S. specializations. Discussions need to include advisors (Student Services) so that opportunities are correctly described to students.

Outcome: A task force (George [chair], Jan, Linda, Mary C., Mary K., Mel, Meline, and Wilma) will develop a plan for this. The Enrollment Services Representatives (ESRs) have monthly meetings, so program professors can discuss issues, such as tuition discounts, with them. An ESR is needed to participate in this task force.

Item 9. Conference Notifications, News, or Reviews (Applicable Faculty)

Discussion: Upcoming events will include the following conference presentations:

- March 21 – TESOL Conference (Seattle) (George, Julie, and Rashid)
- April – Annual conference of the Southern Early Childhood Association (SECA) (Jacksonville) (Wilma and Audrey)
- April – Hosting of graduate students from Universidad de Monterrey, Mexico (Wilma)
- April – Council for Exceptional Education (Dana and Mary K.)
- April – Mathematics (Atlanta) (Angie Su)
- April 2-4 – NovaEduc@ (Main Campus and NMB Campus) (Alejandra Parra)
<http://www.schoolofed.nova.edu/novaeduca/>
- April 11-13 - JTA (Jamaican Teacher Association) Annual Conference in Montego Bay, Jamaica (Sidi)
- May – IRA Conference (Toronto) (Audrey and Zandra) May 2 – 6 – International Conference in Special Education in (Madrid, Spain) (Sidi)
- November 5-8 – International Bullying Conference at NSU (Meline)

Outcome: Alejandra will ask Danielle Kwasnick to set up a faculty presentation area on FIN. Presentation announcements also need to be sent to *SharkBytes*.

Next Meeting: April 3, 2007, 10:00 a.m. – 12:00 p.m., Room 317

Call-in Number: (866) 246-6862, Passcode 966319

Resources: GTEP Curriculum Committee Meeting Minutes

<http://www.nova.edu/~yates/gtepcurriculumcommittee.htm>

FSEHS Curriculum Committee Meeting Minutes

<http://www.schoolofed.nova.edu/oaa/committees.htm>

FSEHS Policies at FIN

http://fin.nova.edu/depts/policy_board/fsehs_policies.htm