

MINUTES
Nova Southeastern University
Masters of Science and Educational Specialist
Graduate Teacher Education Program
M.S. AND ED.S. CURRICULUM COMMITTEE MEETING
Third Floor Conference Room, North Miami Beach
June 5, 2007, 10:00 a.m. – 12:00 p.m.

Participants: Drs. Tony Bright, Lina Chiappone, Mary Collins, Ken Dose, Melba Fletcher, Dana Fredebaugh, Laura Fuchs, Linda Goldsmith, Marliese Hogan, George Iber (Chair), Meline Kevorkian, Sidi Lakhdar, Gabriela Mendez, Jennifer Reeves, Zandra Stino, Nancy Terrel, and Jan Yates (Scribe).

Item 1. Welcome / Announcements

Discussion: George welcomed the group and introduced our new faculty member, Lina Chiappone, who is an ESOL/Reading faculty member.

Outcome: None.

Item 2. Approval of Minutes of May 2007

Discussion: Mary moved (Marliese seconded) that the minutes be approved.

Outcome: The minutes were unanimously approved.

Syllabi Review

Item 3. Review of syllabi:

- **TEFL 515, TEFL Curriculum and Materials Development (Julie Alemany)**

Discussion: Mary C. mentioned the need to review objectives so that they are aligned with learning outcomes, as opposed to activities.

Outcome: TEFL 515 was unanimously approved with minor modifications for APA and formatting.

- **ATH 540, Economics and Finance in Athletic Administration (Jennifer Reeves)**

Discussion: Mike Kehoe created this last syllabus for the specialization. The objectives will be modified. In addition to working in P-12 schools, some of the Athletic Administration students are college- or municipal-based.

Outcome: ATH 540 was unanimously approved with minor modifications for APA, formatting, and objectives.

- **RED 733, Academic Literacy in Middle and High School (Audrey Henry)**

Discussion: The distributed syllabus was not in final format.

Outcome: The RED 733 syllabus will be returned to the review subcommittee for revisions and then e-mailed to the entire committee for final approval.

- **CBD 513 Methods of Teaching Students with Developmental Disabilities (Tony Bright)**

Discussion: This course is part of the CBD track for developmental disabilities.

Outcome: CBD 513 was unanimously approved with revisions.

Discussion Items

Item 4. Proposed Dates for 2007/2008 Year Curriculum Committee Meetings:

8/7; 9/4; 10/2; 11/6; 1/8; 2/5; 3/4; 4/1; 5/6; 6/3 (George Iber)

Discussion: Most of the Curriculum Committee meetings will be from 10:00 a.m. to 12:00 p.m. The November meeting will be on the afternoon of the 12th (1:00 – 3:00 p.m.) after the Approved Programs Committee meeting. Lunch will be provided on November 12.

Outcome: The revised schedule is as follows:

August 7 (10:00 a.m. to 12:00 p.m.)

September 4 (10:00 a.m. to 12:00 p.m.)

October 9 (10:00 a.m. to 12:00 p.m.)

November 12 **(1:00 p.m. – 3:00 p.m.)**

January 8 (10:00 a.m. to 12:00 p.m.)

February 5 (10:00 a.m. to 12:00 p.m.)

March 4 (10:00 a.m. to 12:00 p.m.)

April 1 (10:00 a.m. to 12:00 p.m.)

May 6 (10:00 a.m. to 12:00 p.m.)

June 3 (10:00 a.m. to 12:00 p.m.)

Item 5. M.S. and Ed.S. Syllabi Review Rubric – Latest Edition (George Iber)

Discussion: The syllabus review rubric has been modified to delete a reference to a suggested number of hours of participation for online courses.

Outcome: This rubric will be posted at an as-yet undetermined link. Two suggested locations are at <http://www.schoolofed.nova.edu/oa/committees.htm> and as part of the template in the CMS syllabus template.

Item 6. ESOL Infusion/Inclusion for Various Programs (Is it five, two, or one TSOL course that I need in my program? Am I properly infused?) (George Iber and Jan Yates)

Discussion: There is a need to make sure that the current ESOL standards are correctly infused in different courses and programs.

Outcome: George, Julie, and Lina will review the syllabi and report back to this committee. Also, we will ask UTEP to review these standards for their courses.

Item 7. Yearlong Schedule Committee Report (Nancy Terrel)

Discussion: Mel Coleman, Dana Fredebaugh, Meline Kevorkian, and Debby Morgan met with Nancy to discuss the process for setting a yearlong schedule. The issue of listing faculty members for a year was discussed as problematic. Dr. Packer is working with Dean Khialani to develop a process (effective Fall 2008) to predict the need for courses. This would be similar to a degree audit. Would the degree audit module in Banner not be useful? Nancy has volunteered to work on an annual schedule with Brenda (Kendall), Lenny (North Miami Beach), and Mel (West Palm Beach). This schedule will be sent to the program professors for approval.

Outcome: The annual schedule for on-site classes will be listed at the GTEP Web site. No clusters will be in place for August 2007. Some initiatives will be started for Broward, Miami-Dade, and Palm Beach Counties.

Item 8. Ed.S. Transfer Credits to Ed.D. (Meline Kevorkian)

Discussion: Karen Bowser, Jennifer Nottingham and Meline will meet to determine the process to review and transfer courses. These courses will be reviewed to make sure that the content is aligned with 700-level courses. Ed.S. students/graduates will have five years to transfer

these courses into a doctoral program. Six faculty members (two B.S., two M.S./Ed.S., and two Ed.D.) will review the courses. This review is not for the purpose of developing new minors, i.e., this is only for the transfer of 15 hours to the doctoral program.

Outcome: This process will be shared through an e-mail message soon so that the development will be in place for Fall I, 2007.

Item 9. Scheduling/Cancelled Courses (Meline Kevorkian)

Discussion: Many courses have been cancelled which causes problems. This number has increased recently.

Outcome: None.

Item 10. Pilot Testing for the Florida Teacher Certification Examinations (FTCE) Program (Meline Kevorkian)

Discussion: National Education Systems (NES) (<http://www.nesinc.com/>) is the new sub-contractor for development of the Florida Teacher Certification Examination and has asked if we would like students to be involved with the piloting of the new examinations for several content areas.

Outcome: Faculty members recommend that we do not participate in this process at this time.

Item 11. Reading 699, Practicum Evaluations (Jan Yates)

Discussion: The student extern/intern evaluations have been updated. Since these are the model for the Reading practicum, the forms in RED 587 and RED 588 need to be revised.

Outcome: As soon as the copies are final, Jan will send the assessments to Audrey, Dana, and Zandra to review for RED 587 and RED 588 (Las Vegas, six credit version).

Item 12. Exit Interviews (Jennifer Reeves)

Discussion: Jennifer has been appointed the Director of Institutional Research, and she will be implementing an exit interview for all FSEHS specializations.

Outcome: Jennifer will bring a sample survey to the committee in August for review. The survey statements need to be aligned with the program outcomes that are listed in the catalog and that are followed for the approved programs.

Item 13. Conference Notifications, News, or Reviews, Applicable Faculty

Discussion: These will be shared in August.

Outcome: None.

Next Meeting: August 7, 2007, 10:00 - 12:00, Room 317

Call-in Number: (866) 246-6862, Pass code 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