

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
January 9, 2006, 10:00 a.m. – 12:00 p.m.

Participants: Drs. Julie Alemany, MaryAnn Butler-Pearson (portfolio), Mary Collins, Ken Dose, Dana Fredebaugh, Michael Gaffley, Linda Goldsmith, Patricia Grimsley (for Dr. Judy Stein), Audrey Henry, Marliese Hogan, George Iber (Chair), Meline Kevorkian, Mary Kolesinski, Sidi Lakhdar, Jamie Manburg, Alejandra Parra, Wilma Robles de Melendez, Zandra Stino, Angie Su, and Jan Yates (Scribe).

Item 1. Welcome / Announcements (New Courses in Content Management System [CMS])

Discussion: George welcomed the group. Program professors are reminded that in order to create a new course and upload the syllabus into the CMS system, a technology request to link the new course to the syllabus page must be submitted through the link on FIN.

Outcome: None.

Item 2. Approval of Minutes of November 7, 2006

Discussion: None.

Outcome: The minutes were unanimously approved.

OLD BUSINESS

Item 3. TSOL 730 International and Comparative Education: Policy and Issues for the 21st Century (Revised) (George Iber)

Discussion: This syllabus was reviewed by a subcommittee. Dana will review the APA formatting.

Outcome: The syllabus will be revised and sent to the subcommittee via e-mail for final review.

Item 4. TEFL Program Proposal Approved, November 2006 (Alejandra Parra)

Discussion: The TESOL-TEFL team has been working to modify the TESOL program into a master of science in education with a specialization in Teaching English as a Foreign Language (TEFL). This program is designed for students who live outside the U.S. There is a core of eight courses, including EDU 5000 (21 credits) with three options:

- (1) TEFL Elective Option A (Linguistics in the Classroom);
- (2) TEFL Technology Elective Option B; and
- (3) TEFL University Partnership Option C (12 credits will be received as transfer credits).

All students will either complete an Applied Field Experience (3 credits) or transfer in the CELTA (Cambridge Certificate of English Language Teaching to Adults) in lieu of completing the Applied Field Experience. This program will be offered online, and U.S. students may also take the program. The U.S. students would complete a “domestic” field experience. FSEHS will launch this program at the International TSOL Conference this spring.

Outcome: None.

NEW BUSINESS

Item 5. Program Promotion, Marketing (Dana Mills)

Discussion: An effort is underway to revamp and update all of the marketing materials so that FSEHS materials will “stand out,” and the Web site will be easier to navigate. The *Google Mini–Google* search feature (<http://www.google.com/enterprise/mini/>) has been purchased to add to the FSEHS Web site. Packets of materials will be delivered to program professors who will be presenting at conferences so that they will be familiar with the information beforehand. The new “Cause an effect” advertisements are in several current publications. An article by Dr. Singleton was placed in a distance learning section that was included in a recent edition of *USA Today*. The Ed.S. in Educational Leadership is being promoted. Programs are now being “target-marketed,” i.e., program-specific information is being sent for initial inquiries. New programs must be approved before any materials are produced by the Marketing Department. In the future, FSEHS graduates who are pursuing additional degrees will be offered a 20% tuition discount for the duration of the degree. The Ed.S. concentration courses will apply to the Ed.D. Concentrations will be reviewed by the incoming associate dean of doctoral programs so that they will be added to the 2007-2008 catalog. National Board groups can be targeted with information on related specializations and degrees.

Outcome: The Ed.S./Ed.D. concentrations (e.g., Computer Science Education, Educational Media, English Education, etc.) will be added as Ed.D. options in the spring so that they can be added to the 2007-2008 catalog.

Item 6. Syllabi Review Process and School-Wide Assessment Rubric (George Iber)

Discussion: http://www.schoolfed.nova.edu/oaa/pdf/syllabus_rubric.pdf
To improve the review process, syllabi can be reviewed by faculty-selected subcommittees, using the FSEHS assessment rubric as a guide. The final form of the syllabi can be sent to the GTEP Curriculum Committee members for final approval. General questions relating to the curriculum can be added to the rubric.

Outcome: George will discuss this process with Dr. Packer, prior to the next meeting. George will also work with a subcommittee to revise the rubric to include content areas for review.

Item 7. Portfolio Consistency (MaryAnn Butler-Pearson, Linda Goldsmith)

Discussion: There is a need for consistency with portfolio requirements. The first assignment (EDU 601) provides a guide for the completed portfolio (EDU 602). Students should have a program-professor-developed matrix of assignments that are required. The critical tasks will also be incorporated into the matrices. The numbering of artifacts may need to change so that students can organize repeated artifacts. Portfolio training is needed for all adjunct instructors.

Outcome: Upcoming changes to the online form will occur prior to the beginning of each academic year. Linda will speak with Dr. Lewis about offering required training for EDU 601 and EDU 602 instructors through WebCT.

Item 8. DOE Course-by-course Review Requirements (Rob Stevens)

Discussion: A general methods course is needed.

Outcome: Mary Collins will develop this course.

Item 9. FSEHS Student Chapter of ASCD (Meline Kevorkian)

<http://www.ascd.org/portal/site/ascd/menuitem.332fa460285426cadeb3ffdb62108a0c/>

Discussion: Is there an interest in creating a graduate-level student chapter of ASCD?
Outcome: Program professors will review this information for discussion at the next meeting.

Item 10. Conference Notifications, News, or Reviews

Discussion: None.
Outcome: None.

REVIEW OF NEW SYLLABI

Item 11. RED 732 Literacy and Language Disabilities (Audrey Henry and Zandra Stino)

Discussion: Participants offered suggestions, and Dana F. will work with Audrey on formatting.
Outcome: The syllabus is approved pending minor revisions.

Item 12. ENG 705 Language and Linguistics in English Language Arts (Linda Goldsmith)

Discussion: This is the first course that has been developed for the Ed.S. in English Education. The title will be changed to **ENG 705 Language and Linguistics in Secondary English Language Arts**.

Outcome: The syllabus is approved pending minor revisions.

Item 13. ECIS 602 Technology and School Curriculum (Jamie Manburg)

Discussion: This course will be offered in March.

Outcome: Jamie will revise the syllabus and send it to George for distribution to the subcommittee for e-mail review of content.

Item 14. HADMR 550 Supervision Methods and Approaches (Michael Gaffley)

Discussion: The M.S. in Child Protection, formerly the M.S. in Life Span Care and Administration, is being revamped to offer in the summer. The specialization will include 12 courses.

Outcome: These courses will be reviewed in upcoming months, possibly through e-mail reviews.

Next Meeting: February 6, 2007, 10:00 - 12:00, 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.schoolfed.nova.edu/oa/committees.htm>

FSEHS Policies at FIN

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