

MINUTES
Nova Southeastern University
UNDERGRADUATE TEACHER EDUCATION PROGRAM
CURRICULUM COMMITTEE MEETING

Mailman 332, Main Campus
February 7, 2007, 12:30 pm. – 2:30 pm.

Toll Free (866) 356-2416
Participant Pass Code: 962836

Participants: Dr. David Griffin, Jason Karp (by phone), Dr. Marliese Hogan, Dr. Patrice LeBlanc, Dean Dr. Jamie Manburg, Maxine Mason, Dr. James McCan (by phone), Dr. Rashid Moore (Chair), Dr. Wilma Robles de Melendez, Dr. Marvin Seperson, Dr. Dennis Stetter, Dr. Sandra Trotman, and Dr. Elaine Van Lue.

Review of CCM (Curriculum Committee Meeting) Minutes	<ul style="list-style-type: none"> • MOTION TO APPROVE LAST CURRICULUM COMMITTEE MEETING MINUTES ELECTRONICALLY • MOTION PASSED
Item 1: Secondary Major in Biology and Math	<ul style="list-style-type: none"> • Conditionally approved for the two degrees • Existing Syllabi and course info on majors in math and science were what was submitted for this conditional approval. • 9 standards had to be addressed, however only 6 were met with the basic information package previously submitted. • Deadline for weaknesses and unmet areas to be submitted is 6/1. • Standard 1 was met, however, it needs hard data in respect to math and biology. Discussion on how to find hard data includes job openings, contacting schools and contacting the district coordinators. • Standard 2 was met, however, needs documentation of involvement with school system personnel. • Standard 3 was met without any real weakness. • Standard 4 was NOT met. Possible re-labeling of benchmarks to accomplish this standard. Specific weaknesses were mentioned on the response sheet. Discussion to fine tune syllabi to meet some of the weaknesses. • Standard 5 Not met. Suggestion to fine tune syllabi to

	<p>Sunshine State Standards. The response provided suggestions for all syllabi, pointing out their weaknesses.</p> <ul style="list-style-type: none"> • SUGGESTION TO SKIP TO STANDARD 7 DUE TO LIMITED TIME • Standard 7: Significant discussion on operational definitions, indicating a misunderstanding due to not using common definitions in regards to clinical and field experience. Discussion on arguing this to the reviewers. Agreement on contacting Betty Blue for clarification first. • MOTION TO SKIP REST OF STANDARDS DUE TO TIME CONSTRAINTS AND DISCUSS AT NEXT MEETING. MOTION PASSED • MOTION FOR A 1 WEEK TURN AROUND ON RAI (Request for Addition Information) FOR DR. STETTER ON THE INFORMATION DISCUSSED IN THE MEETING
<p>Item 6: Essay Requirement for Incoming MAP Students</p>	<ul style="list-style-type: none"> • Proposal for an essay requirement for MAP students as part of the application process • Complete essay by appointment only and in private room or monitored. • MOTION TO APPROVE • MOTION PASSED
<p>Item 2: Data Review</p>	<ul style="list-style-type: none"> • Indication that response rate is about 75 percent • Committee thanks Heather Henning for her help • Problem found with K-12 checking more than one box for response. Suggestion to create bubble in circles instead of boxes to check on upcoming data sheets.
<p>Item 3: Portfolio Issues</p>	<ul style="list-style-type: none"> • Possible red flags raised in regards to the Nevada Portfolio review forms; critical tasks used more than 3 times are what's raising the concern.
<p>Item 5: Portfolio as an Internship requirement/ Development of Portfolio Course</p>	<ul style="list-style-type: none"> • In addition to the B- standard, two problems are arising. First problem is the idea that no one checks the portfolio as a whole, but only in sections. The second problem is the students not turning in the portfolios up to standard. The third problem is Internship Seminar instructors may not be checking the entire portfolio as they think they are grading the portfolio. • Suggestions to answer these problems include a possible workshop on how to set up portfolio (which can be expensive), Infuse assignment to teach students how to set up portfolio which will be graded (so far considered the most logical), or to create a zero credit mandatory course to teach the students how to do it (might defer students to other schools).

	<ul style="list-style-type: none"> • A motion to set up a subcommittee and resolve this issue by next month. Meeting will be held on the 28th of March and will start at 10am and conclude by 1pm.
Item 4 Syllabus template and clinical experience verification forms	<ul style="list-style-type: none"> • Did not finish this discussion, however a discussion was held on the idea to adapt a generic template to just say education on the EDUC syllabi. • MOTION TO ADJOURN • MOTION PASSED • Adjourned @ 2:45
Additional Discussions	<ul style="list-style-type: none"> • Michelle Leonard spoke about her situation. She provided her contact number and email (954-584-8157, MFMEC225@comcast.net) • Dean Manburg announced the move to the business building will be in the next 2 – 3 weeks. A chip will be inserted into NSU ID cards to allow for parking and elevator use after 6:30 pm. The move to the business building is temporary for about a 1.5 years until the new university park plaza is built up and will eventually and permanently sustain our dept.
Early Childhood Syllabi	<ul style="list-style-type: none"> • MOTION TO APPROVE ELECTRONICALLY: ECDP 3338 Diversity and Multiculturalism in Child Development ECDP 3345 Parent-Child Relationships during the Early Childhood Years • MOTION PASSED ELECTRONICALLY