

Nova Southeastern University
UNDERGRADUATE TEACHER EDUCATION PROGRAM
CURRICULUM COMMITTEE MEETING
MINUTES

DeSantis 2nd Floor, Main Campus
 April 4, 2007, 10:00 am. – 12:00 pm.

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

Participants: Drs. David Griffin, Patrice LeBlanc, Dean Manburg, James McCan (by phone), Marvin Seperson (Chair), Dennis Stetter, Sandra Trotman, Wilma DeMelendez, Judy Mesler, Marliese Hogan, and Terri Schmidt, Jason Karp(Phone), Elaine (Phone)

CCM MEETING MINUTES 04/04/2007

	<ul style="list-style-type: none"> • CALLED TO ORDER @ 10:00AM
	<ul style="list-style-type: none"> • Review minutes from last meeting
Portfolio Course/ Reduction, E- Portfolio (Dr. Jamie Manburg)	<ul style="list-style-type: none"> • As a course: <ol style="list-style-type: none"> 1. Assignment of portfolio in benchmarks 1,2, & 3 (Motion Approved) 2. Elaine to speak w/ Wilma in regards to portfolio assignments and to get back to committee on benchmarks 2 & 3. • Portfolio Reduction <ol style="list-style-type: none"> 1. Need to sort out and organize the matrix @ retreat and rives syllabi using new templates • E-Portfolio <ol style="list-style-type: none"> 1. Dr. Griffin illustrated his example on projector. 2. Motion to approve and transfer to e-portfolio. 3. Motion passed. 4. Discuss further at the retreat. 5. Dr. Griffin to offer a workshop on how to do the new e-portfolio
Establishment of Dates and Topics for UTEP Curriculum Committee Retreat in May (Dr. Jamie	<ul style="list-style-type: none"> • Dates <ol style="list-style-type: none"> 1. Day of retreat are Monday, Tuesday, Wednesday, the 21st, 22nd, and 23rd of May.

Manburg)	
Election of Chair for the next 2 year term (Dr. Trotman)	<ul style="list-style-type: none"> • Dr. Marvin Seperson was elected as the new Chair.
Syllabus Template (Dr. LeBlanc)	<ul style="list-style-type: none"> • Decision on the number of hours about clinical experience (10 hrs, however the 5 plus 5 option will be left open) • Appendix A discusses template in detail and cleans up critical tasks for all benchmarks. • Motion to accept modification. • Motion Passed.
Portfolio Reviews for Internship Registration (Dr. Trotman)	<ul style="list-style-type: none"> • Coordinating summer portfolio review @ all sites. • Elaine would need assistance from Dr. McCann/ Dr. Trotman for the Orlando site portfolio review. • Ask Judy to do Tampa site, and if she cannot, Judy will do main campus and Dr. Trotman will do Tampa. • Jason Karp volunteered to do Jacksonville.
Pre-service Teacher Meeting Task Force	<ul style="list-style-type: none"> • Maxine Mason to lead and draft procedure for operational aspect. <ol style="list-style-type: none"> 1. Questions: How to make sure individuals understand content of meetings if they decide not to go? 2. Possible Solutions: <ol style="list-style-type: none"> a) Potential quiz of meetings to be put on WEBCT to confirm individuals are familiar with content of the meetings. b) Potential paragraph to be inserted in matriculation letter to cover any liability. • Adjunct Meetings <ol style="list-style-type: none"> 1. Effective? <ol style="list-style-type: none"> a) Two Faculty leaders will develop and propose a plan to hold adjuncts accountable for not attending. b) Dr. Seperson and Terry were nominated. c) Ideas include inactivating adjuncts who don't participate in the meetings or any ancillary interests proposed by UTEP to compensate for deficient adjunct meeting attendance.
House Bill (H.B.) 451 (Dr. Manburg)	<ul style="list-style-type: none"> • Dr. Manburg passed out the short House Bill 451 to inform the committee on its content and projected consequences. • Dr. Manburg also distributed UTEP's response (summary analysis) to reject the H.B. 451.

	<ul style="list-style-type: none"> • Dr. Manburg, along with ICUF program leaders, is satisfied with the response.
Las Vegas Praxis Requirements	<ul style="list-style-type: none"> • Testing requirement is the same as GKT in Nevada • Students have up until their 24th credit hour to pass the requirement • Nevada would like to accept a 2-3 course requirement in lieu of the test requirement to help enrollment. • Dr. Manburg presented an e-mail of his response to Las Vegas' proposal, which suggested that all resources need to be exhausted and data on the passing rate of the exam need to be submitted before Dr. Manburg and Committee will vote on the removal of the Praxis I requirement. • Dr. Trotman desired to develop a plan to help students be able to pass the test requirement.
Tabled Items	<ul style="list-style-type: none"> • Learning for the future. • Internship Insurance. • New Policy Related to Maintaining Program Data/Info. • Student Issues.
Other Bussiness	<ul style="list-style-type: none"> • Dr. Stetter updated the committee on his Secondary Education project. <ol style="list-style-type: none"> 1. Identifying program aspects that would address state standards. 2. Any element of any syllabi that would address state standards need to be sent to Dr. Stetter for his response. • Dr. Hogan's concern about an internship that may be interrupted by pregnancy. Should it be permissible? <ol style="list-style-type: none"> 1. Suggestions to speak with the attorney about legalities. • Dr. Manburg indicated that any updates regarding course prefix/number for our website need to be submitted to Maxine Mason.
Committee Adjourn	<ul style="list-style-type: none"> • Motion to adjourn. • Motion passed @ 12:30pm.