

Minutes
Nova Southeastern University
UNDERGRADUATE TEACHER EDUCATION PROGRAM
CURRICULUM COMMITTEE MEETING

Carl DeSantis Building, Main Campus
10:00am – 12:00 Noon
Room 2057 on January 9, 2008

UTEP Participants: Dr. Marvin Seperson (Chair), Dean Dr. Jamie Manburg, Dr. David Griffin, Dr. Patrice LeBlanc, Dr. Judy Mesler, Dr. Terri Schmidt, Dr. Tony Bright, Dr. Marliese Hogan. By audio conference: Dr. Sandra Trotman, Dr. Dennis Stetter, Dr. James McCan, and Dr. Jason Karp, Dr. Elaine Van Lue

CALL TO ORDER: The meeting was called to order by the Chair at 10:00 a.m.

Item #	Subject	Content
1	Announcements	<ul style="list-style-type: none"> • Dr. Mesler announced that James will be leaving Nova, and also that it is worthwhile to attend the Social and Ethical Values Conference in West Palm Beach.
2	Minutes	<ul style="list-style-type: none"> • Meeting minutes of December 05, 2007 was approved and accepted after minor changes.
3	Portfolio checklist issues & E-Portfolio update – Dr. LeBlanc	<ul style="list-style-type: none"> • Dr. Griffin made the motion that after each full time faculty reviews the portfolio, they should give them to Ahysa, who will then make a copy and return the original to Dr. Griffin. • Dr. Griffin stated that students are still taking courses while they are reviewing the portfolio
4	Pre-test data for Nevada students – Dr. Griffin	<ul style="list-style-type: none"> • Dr Karp made a motion to integrate the pretest EDUC 3330 into 2500. • Dr. McCan added to the motion that all students need to meet and do it in a room or not at all. • Dr. Leblanc made an amendment to the motion that EDUC 2500 should be done in Nevada only and EDUC 3330 will be made redundant in other sites. • Dr Griffin volunteered to contact the students and keep track of them, ensuring that they respond. • All agreed.
5	Preservice Teacher/Adjunct meetings, adjunct attendance, & WebCT quiz	<ul style="list-style-type: none"> • Instead of a reprimanding letter, a Web Quiz will be used to give the students a better understanding of the procedures which will help them to: <ul style="list-style-type: none"> ✓ be aware of the content ✓ be held accountable for attending or ✓ a letter should be sent asking the students to turn in a hard copy reflection. • Dean Manburg made the motion that each faculty member should get their sites prepared for the Pre-Service/Adjunct meetings. The Adjuncts should be

		<p>notified of the meeting by the chairs of the Departments.</p> <ul style="list-style-type: none"> • Dr Griffin suggested that staff members at sites be asked to post notes on bulletin boards for all to see as they walk in. • One Audio bridge session will be held with a guest speaker, per semester or at least twice per year with adjuncts in addition to the adjunct meeting. • The chairs will meet and make a decision on what will be done in regards to absent adjuncts • All agreed.
6	Accessing submitted Portfolio checklists – Dr. Seperson	<ul style="list-style-type: none"> • Postponed until next meeting.
7	Critical tasks & incompletes – Dr. Leblanc	<ul style="list-style-type: none"> • Dr. Seperson notified the group that the new policy is: If a student does not complete work for which they are responsible, then they will be graded F after two 8-week sessions have passed.
8	Simulations – Dr. LeBlanc	<ul style="list-style-type: none"> • Dr. Leblanc asked members to check their specialized areas on the handout given and verify if they are correct or make suggestions if they are incorrect.
9	Approval of curriculum for Bahamas program and decision to include EDUC 1100 or EDUC 3320 in Bahamas – Dean Manburg	<ul style="list-style-type: none"> • EDUC 3320 will not be included.. • EDUC 1100 will be kept and modified.
10	ELEM 4530 Syllabus approval - Dr. Trotman	<ul style="list-style-type: none"> • Dr Trotman notified the group that she would like to know if the ELEM 4530 syllabus conforms to the requirements. It was sent to Gail Purvis who reviewed it and made corrections. • Dr Seperson made a motion that it be accepted as it is and Dr. Trotman be consulted on any formatting changes to be made. • Motion was seconded by Dr. Mesler. • All agreed
11	NSU Bookstore issues – Dr. Leblanc	<ul style="list-style-type: none"> • Dr. Leblanc identified several issues which have been occurring over the past year with the bookstores such as: <ul style="list-style-type: none"> ○ The bookstore taking back books without CD ROMs ○ Not ordering books required for students to use in class etc. • Dean Manburg asked that faculty document issues be written in a memo and transmitted to the leadership of the bookstore. • Dr Leblanc will put together the concerns of the adjuncts and send it to the leadership of the bookstore. • All agreed

12	Secondary Education – Dean Manburg	<ul style="list-style-type: none"> • Dean Manburg requested that a topic for Secondary Education be on the Agenda for every curriculum meeting. • Dr Seperson advised the group that Jan Yates will be informed that they will be given an overview of the courses. Biology and Math will be revisited.
13	EDUC 4501 : Benchmark IV class – Dean Manburg	<ul style="list-style-type: none"> • Postponed until next meeting.
14	Online courses for Winter 2008 – Open discussion	<ul style="list-style-type: none"> • Postponed until next meeting.
15	Enhancing current curriculum offerings (continuing) – Dean Manburg	<ul style="list-style-type: none"> • Postponed until next meeting.
16	Turks & Caicos and Las Vegas site updates – Dean Manburg	<ul style="list-style-type: none"> • A new concentration needs to be developed that is unique to the Turks & Caicos. Admissions requirements in the Turks and Caicos differ from those in the same program in Jamaica.
17	Adjournment	<ul style="list-style-type: none"> • Dr Seperson made a motion for the meeting to be extended by 10 minutes. Dr. Mesler seconded it. The meeting was adjourned at 12:10 pm by the Chair. It was seconded by Dr. Mesler.