

Minutes
Nova Southeastern University
UNDERGRADUATE TEACHER EDUCATION PROGRAM
CURRICULUM COMMITTEE MEETING

Carl DeSantis Building, Main Campus
10:00am – 12:00 Noon
Room 2057 on April 16, 2008

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

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"> • Dates for the Retreat will be May 14, 15, 16 and May 27 and 28. Call in will be available.
2	Minutes	<ul style="list-style-type: none"> • Meeting minutes of March 19 were approved and accepted.
3	ABA Course Approvals	<ul style="list-style-type: none"> • ABA Course materials were handed out including the syllabus. No critical tasks applicable to the portfolio in this course. These have been reviewed and were accepted unanimously.
4	Portfolio review sheets and process, including question of final portfolio review Drs. Hogan, Manburg & Seperson	<ul style="list-style-type: none"> • The final check should be the third check for critical tasks and portfolio conclusion via email, fax, etc. • The third check on the portfolio by faculty should be the final check. • Faculty has no responsibility toward showcase presentation portfolio. • This will be held over for the faculty retreat. APA manual regarding presentation portfolio final grade. It was emphasized that students cannot graduate unless they have a passing grade on their portfolios. • It was agreed that revision of the web-site will be discussed at the retreat to include changes in reviewing portfolios. • Jason Karp requests new ideas for the update to the web-site so they can be discussed at the retreat. • Dr. Moore will present a proposal at the retreat.

5	Approved Program Committee minutes Dr. Griffin	<ul style="list-style-type: none"> • Copies of Approved Programs Committee were distributed. Dr. Griffin explained that with the unit plan it is possible to give students a pre-test, teach the lesson, and then give the students a post-test in order to assess the unit's impact on student learning.
6&7	General & Professional Preparation matrix from Jan Yates	<ul style="list-style-type: none"> • Policies on syllabi must be redone and posted. All policies must be on syllabi and posted to the web-site. • Syllabi will be revised first, and then class policies will be revised. Patrice LeBlanc and Sandra Trotman will begin work on this. • The policies were revised last year but were never included in the syllabi.
8	Course Materials – old syllabi posted at the opening of the term even though updated in SMS – how to prevent this problem? Dr. LeBlanc	<ul style="list-style-type: none"> • This will be taken up at the retreat.
9	Course Wizard – course listing changed multiple times creating problems with posting of online courses – what's the date that the schedule is finalized? Dr. LeBlanc	<ul style="list-style-type: none"> • Courses are not being put up in a timely manner. The Curriculum Committee needs to ask the Dean to reduce offerings, set deadlines, and work closer with IZONE. We need dates for cancellation and obtaining a final schedule. It is suggested that the schedule be complete one month before classes begin.
10	Bookstore update – Dr. LeBlanc	<ul style="list-style-type: none"> • Book orders are coming in more promptly. • Inviting the bookstore manager to the retreat for ½ hour was suggested • Jason Karp suggested that faculty should keep five copies of current textbooks in their offices for emergency situations.
11	Agenda items for Curriculum retreat on May 14-16 and May 27-28	<ul style="list-style-type: none"> • Motion by James McCan made to accept suggested agenda items for Curriculum Retreat, seconded by Marliese Hogan, motion passed unanimously. Items will be listed at the end of the minutes.
12	Reading Endorsement for ELE, ESE, and Pre-K – Drs. Manburg & McCan	<ul style="list-style-type: none"> • To be taken up at the Curriculum retreat.

13	Enhancing current curriculum offerings (continuing)	<ul style="list-style-type: none"> • This will be taken up at the Curriculum Retreat
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Other issues for consideration:

Online courses

- template
- confirmation of completed course schedule
- contact with I-Zone to set up courses each term
- training for adjuncts before and during assignment to courses
- number of online offerings in schedule and when
- hybrids
- content area specialist monitoring of online courses

Course syllabi

- template update
- policies update
- course materials on website
- annual August updates

Role of Department Chairs

Role of Content Area Specialists

Portfolio

- need for portfolio
- listing of critical tasks for all courses for all programs
- Clinical Experiences Verification Forms
- testing requirements
- supervision form
- introduction and reflection
- revision of review sheet
- tracking of three checks: Classroom Management, Internship Registration, Internship
- remediation
- workshop for building paper portfolio
- workshop for building PowerPoint portfolio

New Standards Matrices

Departmental Data