

Minutes
Nova Southeastern University
Undergraduate Teacher Education Programs
Curriculum Committee Meeting
Thursday, May 15, 2008
Commons Dormitory, Room 123 B
9:00 a.m. – 4:00 p.m.

- **UTEP Participants:** Dean Jamie Manburg, Drs. Marvin Seperson, Rashid Moore, Dennis Stetter, David Griffin, Sandra Trotman, Wilma de Melendez, Patrice LeBlanc, Judy Mesler, Jason Karp, Jim McCan, Tony Bright, Terri Schmidt, Marliese Hogan

Call to Order: Dr. Seperson called the meeting to order at 9:45 a.m.

Item #	Subject	Content
1	Review of minutes	<ul style="list-style-type: none"> • Minutes from yesterday’s meeting were reviewed and approved.
2	Syllabus template	<ul style="list-style-type: none"> • EAP will be used in the template instead of FEAP. • Many changes were made to the acronyms on the template. Please see the new template for the changes.
		<ul style="list-style-type: none"> • Under Required Supplementary Materials on the template, there has been a problem with “The Little Brown Compact Handbook”. It was decided to leave the existing edition as a requirement for now.
		<ul style="list-style-type: none"> • The list of standards was changed to reflect the updated DOE website and to align with the revised acronyms.
		<ul style="list-style-type: none"> • The term clinical experiences will be changed to field experiences.
3	Syllabus Template and Course Policies	<ul style="list-style-type: none"> • The revised Syllabus Template will be placed in SCMS. Content Area Specialists will download this template to update their syllabi for August 1, 2008. All appendixes are located within the template so the pages will be contiguous. • The updated Course Policies will be automatically attached to the syllabus in SCMS.
		<ul style="list-style-type: none"> • Patrice Le Blanc and Sandra Trotman will make the necessary changes to the Syllabus Template and Course Policies and send them to Marvin Seperson and Jason Karp. Marvin Seperson will ensure that the template and policies are uploaded into SCMS and Jason Karp will ensure that the policies are updated on the UTEP website.
4	Confirming Completed Course Schedule	<ul style="list-style-type: none"> • Marvin Seperson suggested that courses be offered on a rotating basis. Jamie Manburg discussed the implications.

		<ul style="list-style-type: none"> • The advantages are that the schedule is easier to manage, and fewer courses mean fewer adjunct commitments. There are fewer courses on the schedule so enrollment is higher in each section, and there are fewer cancelled courses. Prerequisites are also an advantage. Students can take courses independently if necessary for completion of degree or employment. • Disadvantages are that the program is set up in Benchmarks. You can't choose to offer certain courses off a Benchmark, as it will put the courses out of order in the Benchmark process. There is also the potential circumstance that a student needs a course for completing his/her degree or employment. • Due to declining enrollment, all of the courses are being offered every term in order to enroll more students in the program. Courses need to be offered in such a way that there is less chance that they will be cancelled. It is the faculty's preference to offer the courses in the Benchmarks every other 8 weeks. • The Content Area Specialists must contact I-Zone two weeks before the class begins in order to set up the online sections. The courses need to be up and ready for adjunct faculty during the first of those two weeks. • It would be helpful to provide a presentation for the faculty to see the schedule. Jamie Manburg will ask Maxine Mason to provide a presentation on scheduling for the faculty at the first Curriculum Committee meeting in the fall. • The deadlines for assigning instructors are the end of May for the Fall term, the end of October for the Winter term, and the end of February for the Summer term. • We are consistently the last program to have linked instructors before the start of the course dates. Therefore, to remedy this problem, scheduling needs to be completed as early as possible. • The issue of waiving prerequisites for courses in the summer was discussed. Issues related to prerequisites need to be identified in advance so that decisions can be made to solve the issues in order to implement them in a timely manner. Jamie Manburg recommended that students be allowed to register out of the Benchmark sequence so they are not held back a term, have a full load, and adhere to the prerequisites. This issue will be a Curriculum Committee agenda item for the Fall of 2008.
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		<ul style="list-style-type: none"> Rashid Moore sent the ESOL Competencies and Skills Crosswalk to be used in replacing the earlier competencies and skills with the new ones posted on the DOE website. Content Area Specialists will review the syllabi, locate the old ESOL performance standards, and replace them with the new competency and skill.
		<ul style="list-style-type: none"> Rashid Moore will coordinate the matrix to see how certain activities are meeting ESOL competencies and skills. The revised standards and the activity will be forwarded to Rashid no later than June 15, 2008.
		<ul style="list-style-type: none"> Syllabi will be revised and uploaded into SCMS no later than August 1, 2008, and I-Zone needs to have the correct version. Content Area Specialists will send I-Zone the link for the syllabus or the new syllabus in a file to be uploaded into the course by I-Zone. Content Area Specialists will check the WebCT courses to be sure that they contain the latest version of the WebCT course.
		<ul style="list-style-type: none"> Content Area Specialists will assist adjuncts who are having difficulty using WebCT. Content Area Specialists may recommend that the adjuncts repeat the WebCT training to enhance their skills.
5	Turks and Cacaos Program	<ul style="list-style-type: none"> Jason Karp has received outstanding student work from the students in the Turks and Caicos Program. They have excellent technology skills.
6	Matrix	<ul style="list-style-type: none"> Content Area Specialists will fill out the matrix for their courses, then send the matrixes to the Program Chairs who will develop one matrix from the all the forms. Marvin Seperson will clarify which matrix is to be used and email it to all Content Area Specialists. The due date for Content Area Specialists to send the matrixes to the Program Chairs is August 10, 2008. The final matrix is due to Jan Yates on August 31, 2008.
7	Discussion about the Differences between the Internship Portfolio and the Program Portfolio	<ul style="list-style-type: none"> Faculty agreed to retain the critical tasks along with their rubrics in the portfolio. Field Experiences Verification Forms for all courses must be included in the portfolio. Marliese Hogan provided insights in to the internship requirements and showcase portfolio. Marliese Hogan must document specific accomplishments in the internship portfolio. We will continue to maintain two separate portfolios.
8	Roles of Department Chairs and Content Area Specialists	<ul style="list-style-type: none"> Scheduling and supervision of adjuncts is currently the responsibility of the Chair. The difference between UTEP and GTEP is that UTEP doesn't have field associates. However, a UTEP field associate has been placed at the

		<p>Las Vegas site. Content Area Specialists will not assign faculty to the Las Vegas site. These changes will result in a closer alignment between the UTEP and GTEP models.</p> <ul style="list-style-type: none"> • UTEP will retain Faculty Chairs whose responsibilities will include academic issues. The Content Area Specialists will work with the Chairs to recruit and credential adjunct faculty. They will identify adjunct faculty for their courses and forward this information to Maxine Mason. They will assume supervisory responsibility for the adjuncts. The Content Area Specialists will request access from Wayne Driscoll to student evaluations for their faculty. For online courses, faculty will arrange to have administrative access to the adjuncts' WebCT courses in order to monitor performance. • Content Area Specialists will maintain communication with their adjuncts. They can meet regularly with the adjuncts (e.g., audio bridge, etc.). The content area faculty members can create a non-CRN WebCT course which can be used for discussions and sending reminders to adjunct faculty. • A new data base is being created at the NMB campus that will enable us to identify faculty, including adjuncts, who are credentialed for particular courses. Administrators will have access to the data base. • Evaluation of adjuncts by Content Area Specialists/lead faculty is to be completed at least once a year, preferably twice a year using the AFSO form. • The lead faculty's job description will be disseminated by Jamie Manburg. • The new responsibilities will start in Fall 2008. • Templates of letters for contacting adjuncts are available from the administrative staff in the office. The staff will assist the Content Area Specialists with sending materials.
9	Adjourned	The meeting was adjourned at 4:45 p.m.