

Minutes
Nova Southeastern University
UNDERGRADUATE TEACHER EDUCATION PROGRAM
CURRICULUM COMMITTEE MEETING

DeSantis Building, Main Campus
10:00am – 1:00pm
Room 1052 on August 22, 2007

UTEP Participants: Dr. David Griffin, Dr. Marliese Hogan, Mr. Jason Karp, Dr. Patrice LeBlanc, Dean Dr. Jamie Manburg, Dr. James McCan, Dr. Rashid Moore, Dr. Marvin Seperson (Chair), Dr. Sandra Trotman, Dr. Wilma de Melendez, Dr. Judy Mesler, Dr. Terri Schmidt.

ITEM #	Subject	Content
NOA	Title V Grant: Jamie Manburg	<ul style="list-style-type: none"> • Dr. Manburg indicated that he has been appointed as the director of the Title V grant and that the grant will be a good resource since it will strengthen our program. • Dr. Seperson as well as the rest of the committee expressed their concerns in regards to this new responsibility overshadowing Dr. Manburg's current position and affecting his availability. • Dr. Manburg revealed, however, that conditions will allow him to perform all his responsibilities without interruption. Dr. Manburg indicated that he is able to establish a committee to do most of the necessary work on the grant, therefore easing his responsibility.
NOA	3 rd Floor Construction	<ul style="list-style-type: none"> • Dr. Manburg indicated that the 3rd floor plans are nearing completion and expressed his excitement for the department.
NOA	Retreat Minutes.	<ul style="list-style-type: none"> • The committee indicated the Retreat minutes needed to be edited individually, and then given to Michael Harris to finalize.
1.	Portfolio Review Checklist Concerns: Dr. Griffin	<ul style="list-style-type: none"> • Dr. Griffin indicated on his graph that Dr. Seperson was doing too much work, where classes only needed to hit 3 INTASCs, some of Dr. Seperson's courses were hitting them more than the required 3. • Dr. Griffin discussed the Portfolio Review Checklist with the committee. The committee denoted that ELEM 3532 and ELEM 4330 needed to be added to the checklist. Dr. Seperson determined that ELEM

		<p>3532 need to be added to FEAPs 3, 5 & 6 while ELEM 4330 needed to be added to FEAPs 4, 5 & 7.</p> <ul style="list-style-type: none"> • Dr. Griffin discussed the Clinical Experience Checklist and mentioned that the total number of different clinical placements needed to be added. The committee agreed that the students cannot be in the same classroom more than 2 times. • The committee discussed the notion of grading portfolios at internship. A motion was presented to have 2 portfolio checks. The first check would be at the end of the classroom management course which would not be graded. The second check would be prior to internship and would be graded. Any critical tasks missing would be the reviewer's responsibility to have them in place prior to internship. EDUC 4501 would be retained to track portfolios while EDUC 4001 would be eliminated. The committee agreed to implement the changes in January and passed the motion as amended.
2	Portfolio Review Dates: Dr. Seperson	<ul style="list-style-type: none"> • The committee discussed whether portfolio reviews would be carried out on the same day of the pre-service meeting. The committee favored the possible idea whereby the dates will be determined individually, however no motion was made to pass the idea. Instead, a concern was presented in regards to classroom management and how to track students who take the course at offsite locations and who are transferred into the online version. The committee therefore passed a motion to invite Maxine Mason to the next meeting to distinguish what students in the online classroom management belonged to the offsite location and also then how to notify the faculty of who these students are.
3	Electronic Portfolio Update: Dr. Griffin & Mr. Karp	<ul style="list-style-type: none"> • Mr. Karp indicated he tested the electronic portfolio and that the beta test went ok. Mr. Karp noted that downloading it was the biggest problem he had experienced.
4	Main Campus Appointments for Tri-County Reviews: Dr. Hogan	<ul style="list-style-type: none"> • The committee discussed the idea of having the faculty make individual appointments with interns to clean up portfolio reviews and to also make separate from the internship. A motion then was presented to have in the tri-county area appointments to be made to

		conduct portfolio reviews prior to the internship information meetings. The motion was passed.
5	EDUC 2500 Syllabus: Mr. Karp	<ul style="list-style-type: none"> The committee reviewed Mr. Karp's syllabus and suggested the syllabus to include the America Standard English (The Little Brown Compact Handbook 6th ed.) material to be mentioned either in suggested or necessary reading. The committee made a motion and passed it as amended.
6	EDUC 4910 Syllabus: Mr. Karp	<ul style="list-style-type: none"> The committee, after reviewing the syllabus, motioned for it to be revised and resubmitted for the next curriculum meeting in two weeks.
7	Preservice Educator/Adjunct Meeting (Saturdays): Dr. Moore	<ul style="list-style-type: none"> A motion was made to move Preservice meetings to Saturdays. Motion was passed.
8	Preservice Teacher Meeting PowerPoint Presentation: Mr. Karp	<ul style="list-style-type: none"> The committee indicated that the final copies need to be sent to Mr. Karp so he can upload them.
9	Adjunct Faculty Meeting PowerPoint Presentation: Mr. Karp	<ul style="list-style-type: none"> The committee indicated that the final copies need to be sent to Mr. Karp so he can upload them.
10	Creation of WebCT Quiz For Preservice Teacher Meeting Power Points: All	<ul style="list-style-type: none"> The committee discussed how to improve interest and attendance in regards to the mandatory preservice teacher meetings. The committee suggested a few ideas which include: Quizing the students, providing food, creating evaluation forms to be distributed to the students and collected before the meeting starts, and/or creating a WebCT component which would allow the meetings to be done online and also provide a quiz afterwards online. The committee decided to discuss this further at the next curriculum meeting.
11	Syllabus Template & Rubric: Dr. Leblanc	<ul style="list-style-type: none"> Dr. LeBlanc indicated that this can only be accessed through email now because it is not on SCMS system yet. The Committee suggested contacting Dana to get it on the system.
12	SCMS Policies: Dr. LeBlanc	<ul style="list-style-type: none"> Dr. LeBlanc suggested that the policies are not accurate or updated and that it was an OAA problem. Dr. Seperson will forward problem on to OAA.

13	Online Course Development Policies: Dr. LeBlanc	<ul style="list-style-type: none"> • Dr. LeBlanc suggested that the templates are not all consistent and that a uniform template should be implemented. The committee discussed the rough outline and possible aesthetic importance of the template. The discussion was tabled until next meeting. • Dr. Seperson made a motion to move to item 21 before adjourning. The committee agreed.
21	ECDP 4990 Syllabus: Dr. de Melendez & Fuchs	<ul style="list-style-type: none"> • Dr. Seperson suggested to have the electronic acceptance of item 21 be mentioned and recorded in the minutes. The committee agreed.