

**Minutes**  
**Nova Southeastern University**  
**UNDERGRADUATE TEACHER EDUCATION PROGRAM**  
**CURRICULUM COMMITTEE MEETING**

**DeSantis Building, Main Campus**  
**10:00am – 12:00 Noon**  
**Room 1056 on September 5, 2007**

**UTEP Participants:** Dr. David Griffin, Dr. Marliese Hogan, Dr. Patrice LeBlanc, Dean Dr. Jamie Manburg, Dr. Rashid Moore, Dr. Marvin Seperson (Chair), Dr. Judy Mesler, Dr. Terri Schmidt, Arlene Giczkowski, Director of Student Disability at NSU

**GUESTS:** Margarita Gurri, Ph.D. and Katie Plonskier, M.S.W., Child Provider Specialists

**ANNOUNCEMENTS:** Ahysa Boutron was named FSEHS Employee of the Month for September 2007.

**MINUTES:** Meeting minutes of August 22, 2007 approved and accepted.

<b>ITEM #</b>	<b>Subject</b>	<b>Content</b>
NOA	Misinformation in Adjunct Handbook – Dr. Manburg	<ul style="list-style-type: none"> <li>• There is misinformation in the Adjunct Handbook, p.22 under section E, Adjunct Submission of Grades.’ The handout showing the recommended changes was circulated to all Curriculum Committee participants, and this will be implemented immediately.</li> </ul>
1. Guest Speakers	Child Provider Specialists	<ul style="list-style-type: none"> <li>• Dr. Gurri and Ms. Plonskier presented information regarding services their organization provide in regard to learning issues: Math tutoring, transition of students from one learning environment to another, social skill groups, and time management. They work with early childhood through college age groups. They administer all types of testing.</li> <li>• Dean Manburg expressed his interest in the program, and agreed to have the information available to our students.</li> </ul>
2..	Identifying students enrolled in Classroom Management – Ms. Mason	<ul style="list-style-type: none"> <li>• This task is in progress. All students will be identified as to their site location. Ms. Mason’s team will provide faculty chairs with class roster for these courses each term. Portfolio review dates will be set.</li> </ul>
3.	Discussion and Concerns regarding portfolio review sheets - All	<ul style="list-style-type: none"> <li>• The portfolio review sheet (checklist) will be revised to reflect changes. This sheet, matriculation letter and a revised philosophy of education will be added to the power point presentation.</li> </ul>

4.	Update on the Power Points for Preservice & Adjunct meetings All	<ul style="list-style-type: none"> <li>Portfolio Review: Courses for critical tasks need to be identified. Faculty needs to do portfolio reviews during Classroom Management classes. At this time the introduction and conclusion for Classroom Management must be present in the portfolio. The second portfolio check is prior to registration for internship. During internship a showcase (complete) portfolio review is conducted. This incorporates all of the required items to obtain employment.</li> <li>Dr. LeBlanc makes a motion that there should be a content area specialist in charge of critical tasks if there is not one. Dr. Seperson seconds the motion, and it is unanimously passed.</li> </ul>
5.	ELEM 3550 New online syllabus Dr. Terri Schmidt	<ul style="list-style-type: none"> <li>Dr. Schmidt explained the changes in the syllabus, and outlined the criteria for chats. There are changes in the online grading to accommodate grades for students attending chats. It was agreed by the Committee to pull page 29 of the syllabus because it is not relevant. A motion was made by Dr. Manburg to accept this syllabus as is, excluding page 29. Dr. Seperson seconded the motion, and it was unanimously passed.</li> </ul>
6.	Data Review – Dr. Griffin	<ul style="list-style-type: none"> <li>Dr. Griffin presented the Cooperating Teacher Survey Overall Summary with Follow UP/Return Rate.</li> <li>The variations of the Survey were discussed, and it was accepted by the Committee.</li> </ul>
7.	Faculty concerns about students’ “Fitness to Teach” – Dr. Hogan	<ul style="list-style-type: none"> <li>Dr. Hogan explained reasons why she believes a form should be developed to track students from the beginning of their program to determine if a student is not a potential teacher and should be weeded out of the program as early as possible. Committee members agreed that there is not enough observation being done in this area so the problem usually does not become evident until internship. If problems were recognized early enough, perhaps counseling could be initiated or the student could be redirected into another major.</li> <li>The Committee discussed this, members stating that this had been suggested before, but could have legal repercussions.</li> <li>It was determined that Dr. Hogan contact Mark Seldine in regard to the legal implications.</li> <li>This will be discussed further at the next Curriculum Committee meeting.</li> </ul>
8.	Name change for ESED 4530 Classroom Procedures for the Mentally Handicapped - Dr. Mesler	<ul style="list-style-type: none"> <li>Dr. Mesler wants a new name for this class since the present name is not an accurate reflection of the course. A new name was agreed upon: “Classroom Procedures for Individuals with Intellectual and Developmental Disabilities” will be the new name of the class.</li> </ul>

9.	Student retention and recruitment – Dr. Moore	<ul style="list-style-type: none"> <li>• This item will be placed on hold and added to the next agenda.</li> </ul>
10.	Delete ESED 3560 from catalog – Dr. Mesler	<ul style="list-style-type: none"> <li>• ESED 3560 has been replaced by ESED 3561 and is to be deleted permanently from the catalog.</li> </ul>
11	Name change for ELEM 3530 – Methods of Teaching Social Studies in Elementary School – Drs. deMelendez and Seperson	<ul style="list-style-type: none"> <li>• This matter held over until the next meeting because of the absence of Dr. deMelendez.</li> </ul>
12.	Course number change for Secondary social studies – Drs.deMelendez and Seperson	<ul style="list-style-type: none"> <li>• This matter held over until the next meeting because of the absence of Dr. deMelendez.</li> </ul>
13.	Individual Experience Reflection Form (IERF) – Drs. Seperson and LeBlanc	<ul style="list-style-type: none"> <li>• Completion of this form is important to Dr. Jan Yates and the Department of Education and should be utilized. Agreed to by all.</li> </ul>
14.	EDUC/ESED 4320 - Classroom Management concerns – Dr. LeBlanc and Dr. Griffin	<ul style="list-style-type: none"> <li>• Concerns were expressed regarding the differences that are recognized in EDUC/ESED 4320. It was determined by the Committee that these courses must be separated to be effective. There should be one syllabus for EDUC 4320 and another one for ESED 4320. Combining the courses is not feasible. It is strongly agreed that each have its own syllabus and that the syllabi be ready for winter 2008 classes. Curriculum sheets must also be amended.</li> <li>• Dr. Seperson made a motion that the syllabi, course inventory and curriculum be ready for implementation into classes beginning winter 2008</li> </ul>