

USF St. Petersburg  
College of Education Council  
Minutes of August 30, 2004 Meeting

**Members Present:** Terry Rose, Deanna Michael, Brie Reck, Steve Lang, and Joyce Nutta **Ex Officio Members Present:** Vivian Fueyo

**Election of Council Officer**

Joyce Nutta was unanimously elected as vice chair.

**Establishment of Meeting Dates and Times**

Meeting dates and times for fall 2004—Second Monday of the month from 10:00 a.m. to noon (October 11, November 8, and December 13)

**Credentialing Graduate Faculty**

Steve Lang asked how this is handled on the St. Petersburg campus. Dean Fueyo responded that Jim Malek will set up a graduate school and the three deans will rotate the position of dean of the graduate school.

**Replacing Council Members on Leave**

There are no provisions in the COE constitution for this, but the committee suggested that Cynthia Leung be invited to replace Xenia during Xenia's leave of absence since Cynthia is from the same program area and had the second highest number of votes.

**Standing Committees**

The Council agreed to develop guidelines for Standing Committees regarding their roles and responsibilities as well as procedures for soliciting input and receiving approval for their recommendations to the Council. Standing Committees should give reports to the College Council. Each committee needs a liaison to the Council. Terry Rose will make a list of all Standing Committees and their members. Brie and Joyce will draft a document explaining the roles and responsibilities of the Curriculum and Programs Standing Committee.

**Annual Review**

The Annual Review Standing Committee will be charged to complete the document with criteria for evaluating the areas of teaching, research, and service. The College Council must receive the recommendations by October 4, and the COE faculty must receive them by October 15, one week in advance of the October 22 faculty meeting.

**COE Faculty Meetings**

The Council agreed to call three COE faculty meetings per fall and spring semester—one at the beginning, mid, and end of each term. Agenda items must be submitted to Terry Rose within one week prior to each meeting. The fall meetings are September 10, October 22, and December 3.