

Members present: Dean Fueyo, Alejandro Brice, Terry Rose, Zafer Unal, Gwyn Senokossoff, Brie Reck, Susan Holderness

Not present: Andy Reeves, George Roy, Malcolm Butler, Bonnie Braun

Dean Fueyo introduced Susan Holderness to the group.

1. Approval of minutes from 17 August 2009 meeting
2. Annual Schedule for Reporting to the Assessment Committee
  - a. Will be posted on COE website
  - b. Created by Dean Fueyo and Kathe Rasch after NCATE visit – What is needed to maintain systems for continuous improvement for DOE and NCATE and the reporting schedule.
  - c. Review and discussion of admission data by program- completed October review;
    - i. Discussion about decreasing numbers in Reading Education due to changes in federal and district requirements. Demand is increasing in Pasco County.
    - ii. Discussion about decreasing demand for Educational Leadership program due to reduction in administrative positions in the districts, and other options including on-line offerings; other delivery options under consideration and expanding programs in Pasco/Hernando
  - Action Item: Alex Brice will present a report to the Committee in about the progress to date of fulltime faculty members and adjuncts that have completed ESOL training.
  - Action Item: Gwyn Senokossoff will find out from Deanna Bullard about separate codes for PHCC students and work to get coding corrected. Dean Fueyo asked her to ensure that the data are also coded in BANNER.
  - Action Item: Gwyn Senokossoff will invite Pinellas elementary and secondary reading coordinators to a discussion with the Reading Program faculty about possible additional programs based on their needs.
  - Action Item: Dean Fueyo and Gwyn Senokossoff will meet with the Pasco County curriculum leadership about offering a masters in reading in Pasco County.
  - Action Item: Dean Fueyo will bring transfer student data from InfoMart to look at in December.
  - Action Item: Zafer Unal will correct coding and data anomalies.
3. Possible plagiarism in the CDN
  - a. 2 undergraduates submitted the same work in CDN
  - b. This happened a month ago, it is possible to tell who copied from whom.

- c. Discussion of possible consequences. Resolution: follow the established process for academic dishonesty. Because this did not occur in a course, bypass this level and have both students meet with Deanna Michael, Associate Dean.
- Action Item: Dean Fueyo summarized 3 actions:
  1. Statement in UG and graduate catalogs: the academic honesty policy applies not only to all courses, but to exit requirements and program requirements as well
  2. Talk to Deanna Michael to schedule a meeting to talk with the students, possibly requiring the student who copied to take the state's online ethics course
  3. At the December or January meeting, draft some procedures as a group, policy for future, send out to faculty for review

#### RECAP REPORTS FOR DECEMBER MEETING

Alex – ESOL training report on who has completed the training

Brie – Educational Leadership report

Andy and Malcolm – Math/science report

Dean Fueyo –InfoMart data on transfer students

Zafer and Gwyn – Update on the UG admission system, and coding

Gwyn – Reading data on dispositions and mid-program auditing [postponed until January meeting]

Bonnie—Internship data on admissions to Spring 2010