Standard 6. The unit has the leadership, authority, budget, personnel, facilities, and resources, including information technology resources, for the preparation of candidates to meet professional, state, and institutional standards.

1. How does the unit’s governance system and resources contribute to adequately preparing candidates to meet professional, state, and institutional standards?[maximum of three pages]

The College of Professional Studies (COPS) Dean, Dr. Pam Northrup, assumes administrative responsibility for the PEU. The educational programs are housed in COPS with the exception of Music Education which is located in the College of Arts and Sciences (CAS). The COPS and CAS Deans and their faculty work collaboratively to ensure all candidates are adequately prepared to meet the teacher preparation proficiencies as outlined in the Professional Education Unit Memorandum of Understanding (PEU MOU). The central functions of the Dean’s office include budgeting and finance, grants and contract budget management, oversight on academic policies, procedures and programs, and community outreach to ensure candidates develop the KNOWLEDGE, ACTION, and LEADERSHIP skills necessary in becoming effective teachers and leaders.

The Division of Enrollment Management, in collaboration with the COPS Dean and program Chairs/Directors, assumes oversight of the academic policies and procedures such as recruiting, admission, and publications. As a strategic focus, UWF actively recruits students who are First Time in College, honor, transfer, and graduate students. The PEU participates in University recruitment opportunities by attending conferences and visiting local schools, community colleges, and military bases. Academic calendars, catalogs, publications, grading policies and advertisements are accurate and current. Admission policies are reviewed and revised annually by the program review committees, the program administrator, and the Professional Education Council (PEC). A final review is completed by the staff at the Division of Enrollment Management and published by the University using print and electronic-based media. Advising and counseling services for candidates are managed by the Chair/Director of each PEU academic unit with support from the Dean’s Office of Program Support.

Faculty members, P-12 practitioners, candidates, and professional community members participate in the design, implementation, and evaluation of educator preparation programs. These stakeholders receive information concerning educational programs at meetings throughout the year such as advisory meetings, PEC meetings, and school district meetings. Stakeholders share insights and needs, participate in research, and provide suggestions for improving the educational programs. The recommendations for specific program improvement are channeled through program advisory committees and the PEC which includes students, faculty, administrators and professionals from the K-12 community. The recommendations are forwarded to the Continuous Improvement Team (CIT) and Dean for consideration.

The Unit receives sufficient budgetary allocations to provide educator preparation programs. While the budget crisis continues to take a toll on the Unit, we are continuing to plan strategically. For 2009-2011, the College received $423,598 in Federal Stimulus Funds to offset the effects of the budget reductions. As stimulus goes away in 2011, the institution is taking proactive measures by investigating program quality, program viability and pricing elasticity. Findings will be used for Academic Visioning and future planning. Within the PEU, in
2010-2011, three tenure-earning Assistant Professors were hired and one Associate Professor. The 2010-11 hiring plan provides for four tenure-earning Assistant Professor positions.

The Unit’s budget compares favorably in all expenditure categories when compared to the overall College budget and to the Nursing Program in the College of Arts & Sciences. The School of Education (40 full time faculty members) is the largest department at the University with English as the second largest with 15 faculty lines (and significant adjunct usage). For Fall 2010, the PEU had 87 faculty members: 43 full-time, 12 instructors, and 32 adjunct faculty members. The PEU receives approximately 50% of the total college budget allocations. Overall, according to the 2011 Profit and Loss report by program, all PEU programs are covering their operational costs.

The Unit has full-time, part-time, and adjunct faculty. Tenure-earning faculty are expected to teach the equivalent of a 12-contact hour load each semester and engage in scholarly activities, provide service to the University, and be available to students. Instructors maintain a four-course workload or 12-contact hour load and provide service to the university. Full-time faculty members are the “lead instructor” of at least one course. As the lead instructor, the faculty member develops the course content and all supporting instructional materials, develops assessment instruments, and serves as the course expert and mentor for others.

Faculty members who develop online courses participate in professional development (Studio-e, Quality Matters (QM), and/or other eLearning) workshops. For several years, faculty have been compensated with a stipend for new course development. The specifics of the negotiations are agreed upon with the faculty member and the Academic Technology Center who maintains new course development funding. Additionally, QM training has been funded for the past two years by the COPS Dean as summer training.

A variety of professional development opportunities are provided, managed and evaluated through various centers and divisions on campus at no cost to university employees. Additionally, the Director/Chair of each unit receives $300 per full-time faculty for professional development opportunities each year. Faculty may also compete for the annual COPS travel match program available for an additional $900 ($1200 total). The total funds allocated for professional development is approximately 25% of the school/department’s budget. Faculty members also have the opportunity to request funding to address needed professional development that is correlated with their annual Faculty Development Plans.

The Unit supports main campus and Emerald Coast Campus teaching facilities. Buildings 77, 78, and 86 on the main campus serve as home to the PEU. These buildings host 14 classrooms and faculty offices fully equipped to support teaching and learning activities. The COPS classroom building has two state-of-the art teaching labs (Pickens Lab and Graduate Lab), 13 high-technology classrooms, a distance-learning classroom and seven College servers that support all College programs and grant efforts. Additionally, Tandberg systems at the main and Emerald Coast Campuses are supported by the College creating seamless video-conferencing experiences.

UWF Libraries includes three physical facilities: the John C. Pace Library and the Curriculum Materials Library on the Pensacola campus and a branch library at Fort Walton Beach. Total library staff numbers 12 professional librarians, 25 support staff and 50-55 student assistants. The library collections include 840,125 volumes in both print and electronic formats, subscriptions to 378 electronic databases with access to 42,240 electronic journals. We also
subscribe to 4,588 individual serials in both print and electronic formats, hold 1,693,620 microforms and 714,729 government documents.

The Curriculum Materials Library (CML) is a 2,515 sq. ft. facility conveniently located in Building 86, where education students take on-campus classes. The CML provides seating for 40 students, fourteen computers, and one networked printer. As of June 2010, the CML held 14,176 physical volumes and 2,364 pieces of media. UWF libraries combined hold 42,802 titles in direct support of the PEU. In 2009-10, the libraries’ expenditures for books and serials in direct support of the education programs were $26,686; projections for 2010-11 expenditures are $27,300.

Resources in the Unit are allocated on a consistent and fair basis. The budget is distributed on percentages using the size of faculty and number of majors as a basis. Adequate funding is provided for GEARs (Gaining, Evaluating, Assessing, and Reporting System) through the appointment of two dedicated faculty members and team members in Teacher Education Student Services to support. The assessment system is used to systematically analyze candidate KNOWLEDGE, ACTION, and LEADERSHIP proficiencies, program effectiveness, and Unit success. Faculty and students within the PEU have access to support staff in Technology Support Services, Teacher Education Support Services, and Sponsored Research. Finally, the Dean’s office supports the Unit with budget management and data analysis, grant budget oversight, public relations and development, and general college functions.

The University of West Florida employs Desire2Learn© as the instructional platform for the Online Campus. This Internet-based system ensures consistent and reliable delivery of online courses in teacher preparation programs including resources and assessment best-practices (Respondus©, TurnitIn, and ProctorU).

2.b. Continuous Improvement [maximum of three pages]

The Unit experienced changes in leadership, governance, and technology resources that led to major adjustments within the PEU. Each area brought about transitions and improvements to the operating practices of the Unit.

Leadership

Since the 2003 NCATE visit, there has been tremendous turnover concerning leadership in the PEU. The Unit experienced changes at all levels: president, provost, dean, associate dean, assistant dean, and chairs – which led to the request for an NCATE deferral in 2010. Dr. Chula King (Provost) assumed her role in 2007 with Dr. Judy Bense (University President) becoming Interim President in 2008, in 2011 she was affirmed by the BOG as President. The Dean’s position has been held by Dr. Janet Pilcher, Dr. Don Chu, and Dr. Pam Northrup (March 2010 – present). The Associate Dean position was held by Dr. Rex Schmidt, Dr. Julie Kunselman, Dr. Tom Kramer, and Dr. Karen Rasmussen (March 2010 – present). The Assistant Dean of Educator Preparation has been held by Dr. Joe Peters, Dr. Laura Tissington, and Dr. Charlotte Boling (March 2010 – present). The leadership position for the School of Education was held by Dr. Bill Evans, Dr. Joe Peters, Dr. Dave Stout, and Dr. Bill Evans (August 2010 – present).

Additionally, department structures were changed so that the Department of Teacher Education
became the School of Education and the COPS Graduate Department was subdivided into specific subject areas with Educational Leadership as an area of emphasis.

**Governance**

The PEC remains the governing body of the Unit and monitors educational programs at UWF. Each PEU program has a representing faculty member serving on the PEC. Faculty members within COPS are elected while faculty members outside of COPS are appointed collaboratively by the respective deans. Fall 2010, the PEC and CIT completed a review of the Unit. During this review, CIT members discovered a problem with representation of PEU programs by affiliated faculty. For example, membership included a College of Business faculty member but the “Business Education” bachelor’s degree program had not been offered for a decade. To remedy this problem, the PEC made changes to the Charter and membership. Membership on the PEC now includes representatives from each PEU program.

Since the educator preparation programs are housed in a variety of departments/schools, the Unit established a common reporting structure to ensure that candidate progress is monitored, programs are effective, and the Unit is operationally sound. To establish cohesion and a common reporting structure, the Unit developed Program Review Committees (PRCs) to collect, analyze, interpret, and report findings concerning each particular program. The committees were developed Fall 2009 and began meeting Spring 2010 to discuss program information.

Additionally, the Unit Assessment Committee became ineffective due to the leadership changes. The committee was revised and renamed to the Continuous Improvement Team (CIT) which is now led by the PEU head (Dean Northrup).

Although the relationship between the College of Professional Studies (COPS) and the College of Arts and Science (CAS) has always been friendly, a formal memorandum of understanding has been established to determine roles and responsibilities for each. The relationship extends to PEC and CIT memberships.

**Technology Resources**

The Unit enhanced data collection and reporting measures by purchasing Tk20 software. In addition to the software, two faculty positions are dedicated to Tk20. One position provides technical assistance for candidates while the other manages data collection and reporting. Additionally, the Unit received a $35,000 donation specifically for Bug-in-Ear technology for increased student-to-clinical-supervisor classroom feedback and a TeachMe Lab to support additional virtual clinical experiences with students with autism. Additionally, this year, the PEU was awarded funding for three Individual Technology Enhancement projects totaling over $96,200 for a Teacher Education Resource Center, a Technology iPad initiative for Practicum Students, and a National Flight Academy Partnership/Demonstration Classroom for STEM Education.