**MINUTES**

**School of Education Meeting**

**August 22, 2011**

Meeting commenced at 1:45 PM

In attendance: Dr. Erin Harrel, Professor Elaine Schaeffer, Professor Mary Robertson, Dr. Martin Tawil, Dr. Regina Miller, Professor Joyce Rollins, Dr. William Dwyer, Dr. Cathleen Doheny, and Barbara Miley.

1. Dr. Harrel welcomed everyone back and wished them a very successful semester. She asked that everyone continue to perform at high levels and to please remain very positive with students, faculty, staff and administration during the college’s time of transition.

1. Professor Rollins asked for suggestions for a day and time to hold the department faculty meetings. She said they will probably last an hour and a half. After comparing teaching schedules, it was decided that the meetings would take place on a bi-weekly basis on Wednesdays, at 12:00 PM, in the conference room.
2. Dr. Harrel stated that the Middle Grades Language Arts and Secondary/Middle Grades Math and Science programs were being sent to the State this week for review and approval. She also stated that the department’s hard work is noticed not only on a local level, but also at the state level.

1. Dr. Harrel stated that as faculty begin to work on their office hours they need to keep in mind that they are to be on campus five days a week.

1. Dr. Harrel stated that the retreat being hosted by the School of Education will be held on September 2nd from 9:00 AM – 1:00 PM. Professor Robertson stated that Family Math Night will be held on November 9th.
2. Dr. Harrel reviewed the highlights of the luncheon the dean recently had with Dr. Gardner.
3. Dr. Harrel asked if the department would be interested in hosting an education summit on teacher evaluations and assessment. If so, would we be interested in having it in the spring or next fall.
4. Dr. Tawil asked the faculty to think about articles for the newsletter.

The meeting concluded at 3:00 PM.

Minutes submitted by Barbara Miley