

September 19th, 2016

12:30pm

FSW SOE Staff & Coordinators

Staff: Dr. Anne Angstrom, Kristin Corkhill, Kathie DiLascio, Megan Just, Rachel Malone, Dr. Larry Miller, Dr. Joyce Rollins & Dr. Kelly Roy

* Staff Training
	+ New advising model requires those to be trained as an advisor in order to be held accountable for your student's performance
	+ David Koehler and Liz Perdomo are undergoing staff training
	+ Advising offices may hire their own advisor next year for SOE working through the advising office
	+ Some of David’s operational responsivities will be transferred to Kathie as David will be advising B.S. students half-time or more.
	+ Liz will be advising the ECE program full time and will be continuing to work with field experience placement for ECE students
	+ Rachel working with IRP administration, though it will eventually loop back into David
* Enrollment
	+ SOE up 11.9% in FTE, up 15% in overall headcount
		- Does not include alternative certification students, which is up by 10-15%
	+ Dual enrollment has increased 9.9% FTE
		- Overall college enrollment has increased by 5.6%, over half of the increase was made up by dual enrollment
* Staff Check-Ins & Updates
	+ Meg Just
		- Digital record keeping process is beginning
		- Document changes for successful site review
		- EI prep due date: October 15th
		- Send any technology tickets to Meg
			* CPUs – Julia Kroker, loop back with Michael Del Duca
	+ Dr. Anne Angstrom
		- Paperwork for closing secondary programs has been completed and submitted to the curriculum committee for approval
			* Updates should be made to the website by December 1st regarding these programs pending BOT approval
	+ Kathie DiLascio
		- Website updates have been made to the staff and faculty pages
		- Online service learning opportunities have been updated
		- Will be working with Meg to update the Dean’s Report; will be made into a brochure
		- All dual enrollment paperwork has been scanned into their files
	+ Kristin Corkhill
		- FSW Collegiate Institute Plan – Fall 2017
			* Clewiston Collegiate High School
				+ Possibly future sites may include Moore Haven, Lemon Bay, Immokalee, East Lee, and schools in isolated areas or with limited resources
				+ Could possibly expand to five sites
				+ Possible sister university in China
		- Currently working on accreditation with NACEP and SACSCOC
		- FGCU uses full-time AICE program through Cambridge
		- Work on getting larger budget for ‘swag’ merchandise to build culture amongst DE faculty
	+ Rachel Malone
		- OPOs last year – created procedural manual for field experience
		- Implemented observation days with a focus on efforts based on student feedback of certain sites.
			* Limiting number of sites and will have students correspond with Rachel directly – hoping to improve the overall experience.
		- Development of a professional development partnership with Lee County School Districts
			* Members of steering committee finalized; setting a date for first meeting
				+ Cape Elementary and River Hall Elementary on steering committee
			* New practicum teacher evaluation
				+ Developed in Qualtrics
				+ Distributed to practicum mentors
				+ Hopes to provide more targeted feedback
	+ Dr. Larry Miller
		- Advisory Committee needed for each program
			* Interested in combining committees
				+ Could invite Collier, and set appointments with smaller sites
				+ Would host twice a year
		- Make sure students are properly accepting their aid packages
		- Kathie – review digital transcript process and work on website updates
	+ Dr. Kelly Roy
		- Curriculum committee – submitted application to close 63-hour program in favor of 60-hour program
		- Curriculum committee will be making syllabi course changes to section 4
		- 5 or 6 classes left to be added online, should be online by Spring
			* 3 have been recently completed
		- SLOs; student success expected to be at 80% for most programs
	+ Dr. Joyce Rollins
		- SLOs will focus on ESOL endorsement
		- All 5 courses that alternative certification students need should be online by spring
		- Are piloting FYE 1515 course with an educational focus, including GKT Prep, service learning, etc.
		- Piloting interactive notebooks with content
			* Proved to help students with science content in spring; pass rate rose from approximately 30% to 80%.
			* Will be focusing in interactive notebooks for language arts and social studies this fall
			* Currently writing an ARC grant in order to formalize the process
* Monday Memo
	+ Will be sent out once a month on the last Monday of the month
		- Other Mondays, faculty, and staff may just receive a bulleted list, rather than a memo
	+ Submissions should be sent in by Monday at noon at the latest but preferred on Friday
	+ Will create a schedule for future months
	+ Are hoping to have a section from each office
* Uniform Policy
	+ Working on implementing a uniform policy for teacher candidates; Rachel will take the lead on the draft
		- May include SOE polo or collared shirt
		- Can check in with health professions program’s uniform policy
		- Have sent out a survey for feedback
		- Will need to work on district uniforms vs SOE uniforms
* Reunion
	+ November 6th
		- * Can give away basketball tickets
			* Door prizes, raffles, etc.
	+ Are looking into hosting a teacher night during basketball season; would give teachers in the area free admissions
* Expanding B.S. program offerings
	+ St. Pete college has identified as a center of excellence in education
		- Planning a site visit in spring
		- Offer a B.S. in interdisciplinary education
			* Does not require GKT pass and only a 2.0 GPA
		- Program could help students left behind because of GKT exam
* ECE Cost Study
	+ Volunteers needed on January 6th
		- Will facilitate walking tours, etc.
		- All donors are new to the college
	+ Working with Teresa Araque on marketing
		- Creating gift bags, and ECE videos