

Edison State College

Education Department Meeting Minutes

Monday, December 1, 2008

I. Meeting Time for Spring Semester

The meeting time for next week will be on Tues, December 9th @ 10:45am. Please email any items you would like placed on the agenda to Sue prior to the next meeting.

The first day of class for Spring 2009 will be January 7th. Fulltime staff and faculty will report back to work after the Winter Break on Friday, January 2nd. The weekly department meeting will take place every Friday from 9:00 – 10:00 am for the spring semester.

II. Evening Seminar

The Wednesday evening EDE 4930-102 Special Topics in Education will be taught by Joyce Rollins in the spring. The next O/C report will reflect the change.

III. FEAP Assignments with Indicators for All Courses

The State mandates that at least one or two FEAP assignments with indicators are included for each education course.

IV. Date for Review of Teacher Candidates

It was agreed to meet January 9th from 9:00am until noon to review the files of the Teacher Candidates. Dr. Harrel is currently working on a new form to be used as a checklist for all Teacher Candidates

Faculty Stewards should meet with their Teacher Candidates as a group at least twice a semester—in the beginning and near the end.

It was determined a department meeting should be held in the evening once a month to give access to all instructors.

V. Student Assistant

The Education Department is happy to welcome Brandee Summerall as our new Student Assistant. She will be working approximately 20 hours per week.

Sue Wilson will look into what type of "Confidentiality Contracts" other departments use with their student assistants that have access to other students records and personal information.

VI. Update on Move

The move date may be December 8th. The painters have indicated that they will finish by the end of this week.

VII. Other

Financial Aid:

Kristen Zimmerman shared information about Financial Aid. She recently met with Cindy Lewis, Director of Financial Aid. Financial Aid is in place for students in the Secondary Education for Math and Biology programs, but not in Elementary Education at this time. Elementary teacher candidates should be included soon.

Kristen also brought up the Federally Funded Program – Teach Grant as an option for the Education students.

The Education Department and the University Center may also use the Work Study Program as an option for student assistants. In addition, teacher candidates may be eligible to be paid for their 15 hours of field experience in the Literacy and Reading Programs. Cindy is willing to go thru the rosters to determine the students that would be eligible for Work Study.

Cindy Lewis will be asked to join our next Dept. meeting to clarify some of the Financial Aid questions.

Sue will check to see what the procedure is to hire a Work Study student.

State Approval Process:

Dr. Harrel will walk through the process and where we stand at this point at our next meeting.

Data Base of Student Personal Information:

A data base of personal information is being developed at this time. It is still to be determined what information it will include of each student.

Display area for student projects:

Dr. Deluca requested we have an area in Building I that students can display their work.

CoOp:

Joyce Rollins is working on a list of CoOp teachers. There is still a need for additional math and biology middle school teachers.

Group Picture of First Education Class:

Dr. DeLuca has requested to have a group picture taken of the first Education students ("for the record").

Joyce will bring in her camera.

Student Evaluations:

Student Evaluations are due now.