

MINUTES

District Education Meeting

Friday, November 13, 2009

1:00-2:30 p.m.

I-117

Meeting commenced at 1:00 p.m.

In attendance: Dr. Eileen DeLuca, Professor Elaine Schaeffer, Professor Meryl Worley, Dr. Ellen Reinig, Professor Joyce Rollins

1. Dr. DeLuca shared Fall Commencement guidelines. (Lee Campus, December 10).
2. Curriculum mapping project was discussed. Dr. DeLuca shared highlights of Curriculum mapping training. A suggested plan of action was discussed:
 - a. Review current syllabi, critical tasks, and rubrics.
 - b. Faculty and adjunct instructors teaching common courses will work together at the November 18th meeting.
 - c. Revisions will be submitted to chair to be revised on document manager and on Live Text.
 - d. Groups will also review General Education Competencies to map competencies onto assignments.
 - e. Lower division faculty will continue to review syllabi and assignments and alignment to General Education Competencies.
 - i. Dr. Reinig shared some of her proposed changes to the Introduction to Educational Technology syllabus. She will work with other faculty at the November 18th meeting to develop common assignments.
 - ii. Professor Schaeffer inquired about Early Childhood Education courses. The consensus is that she should oversee the creation of common course assignments with input from adjunct faculty.
 - iii. Integration of the Early Childhood Education program was discussed. Professor Schaeffer is interested in reviewing FLDOE Early Childhood Education standards as a resource while revising syllabi.
 - f. Professor Worley requested that rubrics are built in a manner that is compatible with Live Text. She suggests setting a consistent number of points (e.g. Exemplary 4, Accomplished 3, Developing 2, Beginning 1) for the levels of performance. Professors may still weight the criteria separate from the actual tool. She will bring examples to the November 14th meeting. Professor Rollins and Dr. DeLuca will also bring example rubrics to demonstrate both weighted and un-weighted rubric styles.
3. Professor Rollins inquired about Curriculum Committee and potential changes in syllabi. Dr. DeLuca said she would check on the date of the next curriculum committee. Also she will check if changes to assignments or rubric would need to be submitted as "information items."

4. Lower division and upper division faculty discussed the technology skills of the students and the type of skills we want to develop and nurture. Dr. Reinig shared the types of assignments she had students engage in, including building Web pages and Wikis. Professor Rollins suggested exposing students to Web Quests, Virtual Fieldtrips, using movie making software, use of Publisher (making newsletters, etc.) and other technology required in upper division critical tasks. Dr. Reinig added use of Flash. Attendees brainstormed critical tasks, as well as common assignments that could be implemented by Ed-tech faculty. Professor Rollins also suggested students receive more training with the use of Smartboards. Dr. Reinig noted that faculty and students need access to Smartboard software so that they could build Smartboard lessons at home and practice/demonstrate them in class. It was also noted that the lab in I-132 is the only room that has a functioning Smartboard. Both Professor Rollins and Dr. DeLuca reported that they have made several phone calls and submitted work tickets to IT regarding the Smartboard in I-121 that is not hooked up. Dr. DeLuca will submit another ticket. Other technology: I-114 has software but no Smartboard. The curriculum lab has Symposium, but no Smartboard. Also, attendees discussed ideas about how Ed-tech faculty could serve as a resource to upper division faculty. Dr. Reinig had a concern about some students who had very low technology skills. Dr. DeLuca suggested that students struggling with technology have found the Tech Help Desk to be very helpful. Dr. Reinig plans to visit the Tech Help Desk and also inquire about its counterpart on other campuses.
5. A consensus was reached that department could benefit from more cross-level discussions leading to improvement of both upper and lower division courses. Dr. DeLuca suggested that cross-level conversations be integrated into the November 18th meeting as a follow-up to break out groups.
6. Meeting adjourned at 2:30 p.m.

	Action Items	Owner(s)	Follow-up/Target Date
1.	Bring rubric examples to November 18 th meeting.	Professor Worley (Live Text) Professor Rollins Dr. DeLuca	November 18, 2009
2.	Review FLDOE ECE standards.	Professor Schaeffer	TBD (Professor Schaeffer, Dr. DeLuca, and Dr. Harrel will meet on November 20 to further discuss ECE integration into the Education Department).
3.	Find out next possible date to bring courses or changes	Dr. DeLuca	11/13/09 Spoke with Pam Mangene. As per Pam Mangene: The next Curriculum

	through curriculum committee. Find out if assignment/rubric changes need to go through committee.		<p>Committee will be held on December 4. Two new courses should be reviewed by Dr. Linck before Friday, November 20th. Changes to assignments and syllabi <u>do not</u> need to go through Curriculum Committee, even for the courses that were submitted with attached assignments.</p> <p>11/13/09 Spoke with Dr. Harrel. She states that new courses should be reviewed by Lee Campus Deans before sending to Dr. Linck. She will review MAE 4940 and SCE 4940 before they are sent to Dr. Linck.</p>
4.	Review technology services and software available to students.	Dr. Reinig	November 18, 2009
5.	Submit Smartboard work ticket.	Dr. DeLuca	A work ticket was submitted regarding the projector and Smartboard in I-121 # <u>3781-6843067</u> .

Minutes submitted by Eileen DeLuca

