

**MINUTES**  
District Education Meeting  
Wednesday, November 18, 2009  
5:30-7:30 p.m.

Meeting commenced at 5:30 p.m.

In attendance: Dr. Eileen DeLuca, Professor Elaine Schaeffer, Professor Meryl Worley, Professor Ellen Reinig, Professor Mary Ellen Schultz, Professor Shelley Greggs, Professor Greg Alexiou, Dr. Carlos Negron, Professor Lonni Howington, Professor Michelle Propper, Professor Peggy Van Voorhis

1. Reminder: Adjunct Portfolios are due November 20 (for those who taught in the spring and have SIR IIs), or on January 15 (for those who are new or are waiting for this semester's SIR IIs). For those submitting by November 20<sup>th</sup>, a brief follow-up conference will be held in the spring semester with Dr. DeLuca.
2. Dr. DeLuca shared updates on accreditation processes. Faculty Credential forms, Professional Development Forms, Recency of Experience forms were reviewed. Faculty members are asked to complete these forms each semester. Electronic versions of these forms are available on the portal (see item #3 below).
3. A template for teacher candidate field experience hours was shared. An electronic version is available on the portal (see item #3 below).
4. Dr. DeLuca demonstrated how to locate electronic versions of this form via the portal. A reference guide was provided to navigate the portal in locating department documents (a copy is included at the end of this document).
5. Dr. DeLuca encouraged faculty to check if they are members of the Education Groups Page. On the portal homepage, go to "Groups" tab (upper right hand corner), click and make sure "Bachelor of Science" appears as one of your groups. If not, you can "request" the group, or e-mail [jrollins@edison.edu](mailto:jrollins@edison.edu) to be added.
6. Curriculum mapping project was discussed. 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 to revise current syllabi.
  - c. Revisions will be submitted to chair to be revised on document manager and on Live Text. (Lead faculty for each course will submit changes on "Live Text Change forms" and attached revised syllabi, assignments, rubrics, etc.).
  - d. Lower division faculty will continue to review syllabi and assignments and alignment to General Education Competencies.
7. Professor Worley demonstrated rubrics and rubric building on LiveText. She 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.
8. Present faculty broke into groups to work on revisions.
9. Meeting adjourned at 7:30 p.m.

	Action Items	Owner(s)	Follow-up/Target Date
1.	Continue working on revisions and lead faculty submit changes to Dr. DeLuca.	Dr. DeLuca (TSL 4520, TSL 4142, ESE 4323)  Professor Rollins (EDG 3410, EDE 4304C, EDG 3620)  Professor Schaeffer (EDG 3701)  Professor Angstrom and Professor Schultz (EDF 2005)  Professor Reinig (EME 2040)  Professor Van Voorhis (RED 4012, RED 4350)	December 2009
2.	Submit Faculty Credential Forms, Professional Development Forms, and Recency of Experience Forms	All faculty	Every semester. Reminders will be sent out from Staff Assistant Barbara Miley <a href="mailto:bimiley@edison.edu">bimiley@edison.edu</a> . Forms may also be included with Adjunct Portfolios.

Minutes submitted by Eileen DeLuca