

## MINUTES

School of Education Meeting

Tuesday, January 5, 2010

5:30-7:30 PM I-121

Meeting commenced at 5:30 p.m.

In attendance: Dr. Erin Harrel, Dr. Eileen DeLuca, Professor Joyce Rollins, Professor Elaine Schaeffer, Professor Peggy Van Voorhis, Professor William Dwyer, Professor Ellen Reinig, Professor Mary Ellen Schultz, Professor Steve Bedford, Dr. Carlos Negron, Professor Lonni Howington, Professor Michelle Propper, Professor Frank Santoro, Professor Tim Kutz, Professor Martin Tawil, Dr. Genelle Grant, Professor Ruth Rigby, Professor Kim Lonergan, Professor Ellen Keegan, Professor Joyce Gelfand, Professor Leslie Roth, Professor Suzanne Olsen, Professor Brian Michel, Professor Timothy Butts, Professor Joanne Devine, Dr. Christy Duda, Ms. Barbara Miley, Dr. Brian Moore, Professor Jim Short, Professor Cathy Vache, Professor Donnalee Washburn

- I. The Associate Dean of the School of Education, Dr. Erin Harrel ([eharrel@edison.edu](mailto:eharrel@edison.edu)) welcomed the faculty and gave an update on the Collegiate High School. Dr. Harrel invited interested faculty to serve as volunteers on the Collegiate High School advisory committee. First meeting: Monday, January 11, 2010.
- II. Dr. Harrel led an introduction activity where faculty gave their name, course assignments, and returning faculty gave a tip or shared something they didn't know during their first semester in the School of Education.
- III. Dr. Harrel gave a brief overview of Live Text, the electronic portfolio each baccalaureate student keeps to demonstrate mastery of Florida Subject Area Competencies, Florida Educator Accomplished Practices (FEAPs), ESOL Performance Standards, ESOL K-12 Competencies, Reading Competencies, Program Standards. New Baccalaureate faculty will be trained in using the portfolio to grade and respond to students' assignments. Joyce Rollins ([jrollins@edison.edu](mailto:jrollins@edison.edu)) is offering trainings on Wednesday, January 20 3:30 p.m. room I-132, and 6:00 p.m. in the Research Library (Building J), and Friday, January 22 10:00 p.m., 1-132. If none of the times work she can meet by appointment.
- IV. Dr. DeLuca ([ecdeluca@edison.edu](mailto:ecdeluca@edison.edu)) discussed adjunct portfolios. Adjunct faculty who turned in portfolios in November will have them returned in February. Faculty who taught in Spring 2009 and/or Fall 2009 who did not submit in November should submit by the end of January (UPDATE: This deadline has been extended due to the college's delay in returning SIR II data. We are awaiting a date from Pam Mangene, but it looks like mid to late February.) Adjunct faculty who are teaching in the School of Education for the first time this semester will be observed once by the Department Chair. Adjunct Faculty may choose the day/time for the observation. See attached documents.
- V. When cancelling a class, please email both Barbara Miley ([bimiley@edison.edu](mailto:bimiley@edison.edu)) and Eileen DeLuca ([ecdeluca@edison.edu](mailto:ecdeluca@edison.edu)). Faculty should not cancel classes simply because another professor had cancelled class on the same day.
- VI. Dr. DeLuca discussed ongoing curriculum revision. The School of Education will be re-submitting all syllabi to the Curriculum Committee in February. **Faculty teaching common**

**courses are encouraged to agree upon revisions and submit them to Dr. DeLuca by February 1st.**

- VII. Present faculty members were asked to update contact information as well as information about degrees held and certification. Present faculty members were asked to note if they held ESOL endorsement or were in the process of receiving ESOL endorsement. Dr. DeLuca created an online ESOL Professional Development course for faculty teaching infused courses. Information regarding the course will be communicated near midterms after faculty qualifications are reviewed.
- VIII. Dr. DeLuca gave out a handout (see attached) for locating School of Education Documents on the Portal.
- IX. Professor Rollins explained the Groups Page function. Please request to be a Groups Page member to receive School of Education announcements. Contact [jrollins@edison.edu](mailto:jrollins@edison.edu) if you have any questions.
- X. Dr. Duda explained the Calendar Tool for field experience. Contact [cduda@edison.edu](mailto:cduda@edison.edu) if you have any concerns about field experience or practicum experiences for students.
- XI. Professor Schaeffer discussed the new Early Childhood Concentration in the A.A. Degree. She also announced the upcoming Student Literary Review of Writing for Children (Fall 2010) to coincide with the annual Lee Bennett Hopkins Writer's Institute and asked faculty to direct any student writers to the co-editors, Elaine Schaeffer ([eschaeffer@edison.edu](mailto:eschaeffer@edison.edu)) and Eileen DeLuca ([ecdeluca@edison.edu](mailto:ecdeluca@edison.edu)).
- XII. Barbara Miley ([bimiley@edison.edu](mailto:bimiley@edison.edu)) distributed keys, copy codes, form updates, and mailbox information. Contact Ms. Miley if you have any questions concerns regarding the above items.
- XIII. Faculty worked in break-out groups by courses to share ideas, and discuss curriculum revision.

#### Spring 2010 District Faculty Meetings:

Friday, February 12 1:00-2:30 p.m. I-117  
Wed., February 24 5:30-7:30 p.m. J-326 (Curriculum Library, 3<sup>rd</sup> floor Rush Library)  
Friday, April 9 1:00-2:30 p.m. I-117  
Wed., April 14 5:30-7:30 p.m. J-326 (Curriculum Library, 3<sup>rd</sup> floor Rush Library)

**\*Adjunct faculty are welcome to attend all department meetings but especially encouraged to attend the evening meetings if available.**

Meeting adjourned at 7:30 p.m.

Minutes submitted by Eileen DeLuca