

MINUTES

School of Education Meeting

Friday, April 9, 2010

1:00-2:30 PM I-117

Meeting commenced at 1:00 p.m.

In attendance: Dr. Erin Harrel, Dr. Eileen DeLuca, Professor Joyce Rollins, Professor Elaine Schaeffer, Professor Peggy Van Voorhis, Professor William Dwyer, Dr. Christy Duda, Dr. Anne Angstrom

- I. Dr. DeLuca (ecdeluca@edison.edu) gave an update on the Middle Grades programs. State Approval was received to offer Middle Grades Language Arts, Middle Grades Science, and Middle Grades Mathematics. Approval was received in late March so full-time faculty worked quickly to prepare documents to be submitted to ESC's curriculum committee. Professor Rollins, Dr. Dwyer and Dr. Duda collaborated on creating a Middle Grades Curriculum and Instruction course. Dr. DeLuca wrote course descriptions for all new courses and received feedback from Professor Van Voorhis on the reading course, Dr. Dwyer on the science courses, Professor Rollins and Dr. Dwyer on the mathematics courses. Dr. DeLuca and Dr. Harrel collaborated on writing the program approval cover sheets as well as the program sheets. During the summer, Dr. DeLuca will oversee the curriculum writing and state approval folio submission for all programs and take the lead on the Middle Grades Language Arts. She will seek input from local school districts, as well as education and English faculty from all campuses. Dr. Dwyer will take the lead on the Middle Grades Science seek input from local school districts, as well as education and science faculty from all campuses. A search committee is in the process of seeking a Mathematics Education faculty to contribute to the design of the Middle Grades mathematics curriculum. All interested adjunct faculty are encouraged to contribute to designing curriculum and/or aligning programs to accreditation standards. The folio for State approval will be due in August.
- II. Dr. Harrel (eharrel@edison.edu) shared state reporting documents. The documents outline the three standards and their subsections:
 1. Core Curriculum Content
 2. Candidate Performance
 3. Continuous ImprovementThe documents list the required elements for each section and the rating scale. Documentation for each area was submitted to the FDOE with the Elementary Education degree folio which led to full approval. Dr. Harrel asked present faculty to review the documents and think about which sections each faculty should "own" to prepare for a state review/audit. Dr. Harrel is arranging for a data analysis review event towards the end of the semester.
- III. Dr. Harrel (eharrel@edison.edu) shared the National Council for Accreditation of Teacher Education (NCATE) Unit Standards. The School of Education intends to seek NCATE approval. The School of Education is a "Unit" with several programs (Early Childhood, Elementary Education, Secondary Mathematics, Secondary Science and the upcoming Middle Grades Language Arts, Middle Grades Science, Middle Grades Mathematics). Dr. Harrel is working on a conceptual framework for the School of Education as a unit. She will seek input from the

faculty. The current programs were built with an understanding of the NCATE standards which will facilitate the documentation process.

- IV. Dr. Harrel (eharrel@edison.edu) has been working with the other campuses to implement limited baccalaureate course offerings. She will continue to meet with campus administrators to strategize ways to make this the best fit for all stakeholders. Limited courses may be offered on satellite campuses Fall 2010. Present faculty brainstormed ways to provide mentorship to faculty on satellite campuses regarding implementing the courses with the state-approved structure as well as understanding program elements (e.g. Live Text, approval for field placements, disposition policies, etc.). Dr. Angstrom suggested that even one "local" course would be appreciated by interested students.
- V. Professor Schaeffer (eschaeffer@edison.edu) shared the program plan for the new AA with Early Childhood concentration. The new program sheet will appear in the 2010-2011 catalog and is being made available to advisors. Professor Schaeffer and Dr. Harrel will attend the next advisors' meeting to explain how to advise interested students and how this degree can articulate (but is not required for admission into) the baccalaureate degrees.
- VI. Dr. DeLuca (ecdaluca@edison.edu) and Professor Rollins (jrollins@edison.edu) revisited the request for a support position for students who need further tutoring to pass the General Knowledge tests, the Professional Educator Exam and the Subject Area Exam. Dr. Harrel will revisit the idea with other administrators.
- VII. Professor Rollins (jrollins@edison.edu) reported that Kappa Delta Epsilon (KDE) will host a graduation reception to immediately follow graduation on May 7, 2010. The reception will be held in the Teaching and Learning Center (TLC) in Robinson Hall (Building I). All School of Education faculty are invited to attend. KDE will have the spring induction ceremony at the end of April. KDE attended the ESC club awards and banquet on Friday April 9 (Update: KDE won an award for "Best Club Scrapbook.") KDE kicked off a "Hit Illiteracy Out of the Park" book drive at a Boston Red Sox game in March. KDE is collecting books in an effort to fight illiteracy by putting books into elementary, middle, and high school classrooms in high need schools. Contact jrollins@edison.edu with questions or to donate books.
- VIII. Dr. Duda (cduda@edison.edu) reported on the Mentor Teacher Celebration to be held on June 11, 2010 from 4:00-7:00 PM in the Barbara B. Mann Library. Mentor teachers will be invited as well as School of Education faculty. Graduates would also be invited. Cocktails and finger foods will be served. Ed Kominowski will arrange for Mentor teachers to be given a backstage tour of Barbara B. Mann. Dr. DeLuca suggested that Mentor teachers be encouraged to invite/bring along potential CoOP teachers.
- IX. Professor Rollins (jrollins@edison.edu) suggested that faculty take turns providing two minutes of motivation at weekly faculty meetings. Professor Schaeffer (eschaeffer@edison.edu) suggested having a School of Education retreat day or half-day each semester.
- X. Dr. DeLuca (ecdaluca@edison.edu) encouraged present faculty to continue to mentor new and adjunct faculty as we move towards the end of the term. As the term closes, new and adjunct faculty may have questions about Live Text and submitting final grades. Also, faculty are reminded to take down any student work posted on classroom walls, and clear documents and Power Points off computer desktops.
- XI. Dr. Harrel (eharrel@edison.edu) reported that School of Education faculty offices will need to be packed and ready to move by July 1. We will be moving to a temporary home in building A.

Dr. Harrel is working on organizing a luncheon for School of Education faculty to get to know the new neighbors in building A.

Meeting adjourned at 2:30 p.m.

Upcoming Spring 2010 District Faculty Meetings:

Wed., April 14 5:30-7:30 p.m. J-326 (Curriculum Library, 3rd floor Rush Library)

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

Minutes submitted by Eileen DeLuca

Education Documents available on the Portal

1. Updated Syllabi	<ul style="list-style-type: none"> ❖ Document Manager ❖ VP Academic and Student Affairs ❖ Course Descriptions and Syllabi ❖ Education <ul style="list-style-type: none"> ➤ "Course Prefix and Title"
2. Field Experience Hours/ Observation Forms	<ul style="list-style-type: none"> ❖ Document Manager ❖ Education Documents ❖ Field Experience ❖ Student Forms ❖ Observation Forms <ul style="list-style-type: none"> ➤ "Teacher Candidate Observation Form"
3. Professional Development Forms	<ul style="list-style-type: none"> ❖ Document Manager ❖ Education Documents ❖ Forms <ul style="list-style-type: none"> ➤ "Professional Development"
4. Recency of Experience Forms	<ul style="list-style-type: none"> ❖ Document Manager ❖ Education Documents ❖ Forms <ul style="list-style-type: none"> ➤ "Recency of Experience"
5. Faculty Credential Forms	<ul style="list-style-type: none"> ❖ Document Manager ❖ Education Documents ❖ Forms <ul style="list-style-type: none"> ➤ "Faculty Credential Form"
6. Live Text Change Forms	<ul style="list-style-type: none"> ❖ Document Manager ❖ Education Documents ❖ Live Text Folder <ul style="list-style-type: none"> ➤ "Live Text Changes: Critical Task Form"
7. Student Attendance Contract	<ul style="list-style-type: none"> ❖ Groups ❖ Bachelor of Science ❖ Files <ul style="list-style-type: none"> ➤ "Attendance Contract"
8. Critical Task Revision Policy	<ul style="list-style-type: none"> ❖ Groups ❖ Bachelor of Science ❖ Files <ul style="list-style-type: none"> ➤ "Critical Task Revision Policy"
9. Elementary Ed. Courses, Math Ed. Courses, Biology Ed. Courses	<ul style="list-style-type: none"> ❖ Groups ❖ Bachelor of Science ❖ Files <ul style="list-style-type: none"> ➤ "Academic Requirements Elementary Education" ➤ "Academic Requirements Secondary Education Math" ➤ "Academic Requirements Secondary Biology"