

MINUTES

School of Education Meeting
Wednesday, April 14, 2010
5:30-7:30 PM J 326

Meeting commenced at 5:30 p.m.

In attendance: Dr. Erin Harrel, Dr. Eileen DeLuca, Professor Joyce Rollins, Professor Peggy Van Voorhis, Professor William Dwyer, Professor Ellen Reinig, Professor Mary Ellen Schultz, Professor Steve Bedford, Professor Michelle Propper, Dr. Martin Tawil, Professor Kim Lonergan, Professor Ellen Keegan, Professor Joyce Gelfand, Professor Jane McWeeny, Professor Joanne Devine, Dr. Christy Duda, Ms. Barbara Miley, Professor Donnalee Washburn, Professor Mary Harder, Professor Kim Newhouse, Professor Lonni Howington, Professor Brian Moore, Dr. Timothy Butts, Professor Timothy Kutz, Professor Jennifer Hattemer, Dr. Noreen Thomas

- I. Faculty engaged in a Plus/Delta (+/ Δ) activity to review the semester and think about the positive experiences in the School of Education, as well as personal strengths and positive experiences. What went well? What can we do better?

+
Very helpful faculty and staff.
Learned a great deal about Edison and met many great people.
Wonderful support from all staff.
Support of other adjuncts and staff.
Department support.
Faculty support.
A lot of support for new staff.
Exploring new ways to present/educate our students.
Visual arts activity. Students loved it.
Snacks for evening meetings.
Online allows students to work in their bunny slippers.
Detailed rubrics and Live Text.
Student enthusiasm is contagious.
Class presentations.
Students' attitudes towards mathematics are changing.
Students are eager to learn and they like Edison State.
Appreciate the new communication about textbooks.
Classroom computers always worked.
The students are engaged and enthusiastic about teaching.



Follow-up discussion in red.

More "classroom-real" technology. (SMART Boards, Clickers, etc.).

Send Dr. Harrel (eharrel@edison.edu) or Dr. DeLuca (ecdeluca@edison.edu) "wish list" items for consideration when monies come available.

More technology needed: new computers and software.

Room with SMART Board and wastebasket.

Live Text: More detailed help.

Contact Professor Joyce Rollins (jrollins@edison.edu) for one-on-one training. For future terms: Meetings for baccalaureate faculty may include Live Text training. Dr. Tawil will join us as a Student Success Coordinator and will work with individual faculty to ensure Live Text is being utilized correctly.

Adjunct work area. Scanner for documents. Each campus has its own designated adjunct work space. Lee Campus School of Ed. offices are in transition, but currently there are two desks and two computers in I-124 for adjunct faculty use. Copy machine on Lee Campus serves as a scanner. Check with Barbara Miley (bimiley@edison.edu) for help using the copier as a scanner. The Tech Help office (Building K on Lee Campus) also will scan items for faculty.

Online "center for sharing" ideas and teaching courses.

Dr. Harrel (eharrel@edison.edu) is working on a School of Education Website. Send her suggestions like the one above.

Too many assignments.

Assignments are tied to state standards and/or ESC's General Education competencies. Work with lead faculty to make suggestions for revision, but realize that accreditation bodies have approved the programs and the courses as they are built. Provide input to lead faculty regarding assignments as Middle Grades programs are created.

Better communication about program requirements. Good feedback! We will keep trying. Implementing "lead faculty" seems to have helped to an extent. The program is growing quickly as are our number of adjuncts. We will keep trying to find ways to keep everyone "in the loop" and provided the needed mentorship.

Increase communication among adjuncts. We hope the lead faculty concept will continue to facilitate this along with the upcoming School of Education Website.

Classroom cleanliness.

This is difficult to oversee as we share rooms with so many other disciplines. We can all continue to pitch in!

More group interactions. Good feedback! Let's keep brainstorming ways to do this! Ideas such as faculty-led trainings as well as "Brain Trust" meetings are on the horizon.

Have newest edition of textbook available. Don't sell students the old editions. We have spoken to our textbook representative and the bookstore staff to ensure good communication in future semesters.

Meeting times.

We are always looking for feedback! Please send meeting day/times suggestions to Dr. DeLuca (ecdeluca@edison.edu).

More contact with cooperating teachers. Dr. Duda (cduda@edison.edu) is working to streamline the process. Other faculty suggested writing a form letter to accompany the Hours Verification sheet. The letter could introduce your course and your expectations for the teacher candidate while they are in the room.

It is sad to have students who don't make it to the end of the semester.

⊕ We all want to brainstorm ways to provide students the support they need to complete the courses.

IT issues. Update software in classrooms.

IT department is responsive to computer and projector glitches. Classroom phones have IT's extension listed on them. You may also want to keep their direct number handy (as well as the campus security number for classroom lockout and safety concerns).

Campus IT/Technology Help

Lee 489-9074 Support also provided by phone at Edison ext. 1202 or toll free 1-866-818-4243 or ext. 1074 – Student Help Desk

Collier 239-732-3119 or ext. 3119 (Brett Bohr); 239-732-3700 or ext. 3934 (Jason Mazerowski)

Charlotte 941-637-5621 or ext. 5621 (Mark Trapani)

Hendry/Glades no listing – Diane Kington said to call Charlotte if there is a problem

Campus Security

Lee 239-489-9203

Collier 239-732-3712

Charlotte 941-637-5608

Hendry/Glades 239-432-6718

Give out final projects the first day of class.

Effective communication/collaboration. Ex. Answer/respond to e-mail. **Noted! We will continue to try to respond to faculty and students in a timely fashion.**

- II. 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.

III. 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 Improvement

The 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 is arranging for a data analysis review event towards the end of the semester.

IV. 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.

V. Dr. Thomas (Executive Vice President of Edison State College and Lee Campus President) shared praise for the School of Education administrator and faculty and appreciation to all members of the School of Education. She invited questions and comments from present faculty.

VI. Dr. Harrel (eharrel@edison.edu) share that she 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. Faculty will continue to brainstorm 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.).

VII. Dr. DeLuca (ecdeluca@edison.edu) shared the program plan proposed by Professor Elaine Schaeffer (eschaeffer@edison.edu) 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.

VIII. 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 members 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.

IX. Dr. Duda (cduda@edison.edu) discussed a new process for placing students in field experiences, practicums and final internship. Dr. Duda will pilot a method in the fall of

collecting students' names and placement needs, placing them, and then sending the information back to the professors.

- X. Dr. DeLuca (ecdluca@edison.edu) encouraged present faculty to continue to mentor new and adjunct faculty as we move towards the end of the term. She demonstrated how to locate the final exam schedule (go to www.edison.edu, click on "Academic Programs, click on "Final Exam Schedule"). Faculty members are reminded that the exam schedule is to be followed with very rare exception. Any requests for exceptions would need to be submitted to Dr. Harrel (eharrel@edison.edu) for approval. Dr. DeLuca also showed faculty where to submit final grades (in the Portal, Click on "Faculty Services" tab and then click on "Final Grades"). The final grades worksheet is similar to the Attendance verification. Final grades are clicked in via a drop down menu. Any "F" must be accompanied by the last date the student attended. Incomplete "I" grades are only given in the rarest of circumstances and should be approved by Dr. Harrel (eharrel@edison.edu). Students who withdrew but do not appear as "withdrawn" on your roster should receive and "F." Baccalaureate faculty members were also reminded to grade all Critical Tasks in Live Text. Also, faculty should make every effort to have any student who received a below a 75% on a Critical Task, revise and re-submit before the end of the semester. It is difficult to "chase down" students after grades are posted. Also, faculty members are reminded to take down any student work posted on classroom walls, and clear documents and Power Points off computer desktops.
- XI. Peggy Van Voorhis led a "Stand up, Hands up, Pair up" activity in which faculty were able to share something positive from their classes this term.

Meeting adjourned at 7:45 p.m.

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"