

MINUTES
School of Education Meeting
August 18, 2010

Meeting commenced at 1:00 PM

In attendance: Dr. Erin Harrel, Dr. Martin Tawil, Professor Joyce Rollins, Professor Elysha O'Brien, Professor Mary Robertson, Professor Elaine Schaeffer, Dr. Regina Miller, Dr. William Dwyer, Dr. Christy Duda, and Barbara Miley

I. Welcome

Dr. Harrel welcomed everyone back to school and shared the history of the School of Education.

II. Vision and Mission

- a. Dr. Harrel shared the Vision and Mission for the School of Education and stated that it was developed by faculty members. She emphasized that we need to continue to change the way we prepare teachers and the culture that we form plays a big part. We have a passion and we need to be open and positive about sharing our expertise.
- b. Dr. Tawil mentioned that New York is moving to P through 16 and other states will probably do the same.
- c. Dr. Harrel made reference to Dr. Walker's comments this week. He believes firmly in our Vision and Mission and thinks that we can support it. The baccalaureate programs are here to stay. There are 800 students enrolled in the various degrees; the collegiate high schools are doing very well; and the K-8 Charter proposal is very exciting. We are proactive and receiving a great deal of national attention.

III. Educational Philosophy

- a. Dr. Harrel asked everyone to briefly share their philosophy on learning and education
- b. Dr. Miller stated that she believes in life-long learning. We need to take classes so that we are learning and then teach classes so that we can share what we have learned.
- c. Dr. Tawil stated that learning needs to be challenging in order to be meaningful
- d. Dr. Duda stated that creating a learning community is very important. Edison does that well, whereas big universities seem to disconnect with their staff and students. She also mentioned that we need to be a team for our students.
- e. Professor Schaeffer stated that she has learned so much from those around her and that it is important for us to learn from others.
- f. Professor O'Brien stated that she is a theorist and construction activist. She enjoys the arts and often asks her students to do what they plan on bringing into the classroom.
- g. Professor Robertson stated that the only constant is change. Education is important because it can't be taken away from you.
- h. Professor Rollins stated that she is very passionate about teaching and learning, especially math. Her goal for her students is to have them leave Edison with a genuine love for math. She is also very honored to have worked on the K-8 Charter proposal.
- i. Dr. Dwyer stated that he enjoys learning and is interested in big ideas. He tries to convey his desire to explore and learn with his students and spark interest. He enjoys interacting with our students and the small college atmosphere.

IV. Culture

- a. Dr. Harrel asked that we maintain open communication with each other and work professionally with our colleagues. Disagreement is okay – and that's often how we grow –

but it must be professional at all times. We must emulate the behavior that we want our students to adopt.

- b. Dr. Harrel asked everyone to let her know if they need time to discuss an issue, idea, student etc. Joyce will also be available to help with curriculum and student issues.

V. Student Issues

- a. Dr. Harrel stated that many of our students are in an “immediate” response mode. We need to work on our response time and it is appropriate to respond to a student’s need within twenty four to forty eight hours.
- b. Dr. Harrel stated that our faculty members are often the first line of offense or defense and we will send our students to the faculty first to try and remedy the situation. Please remember to treat our students the way we would want to be treated.

VI. Faculty Meetings

- a. Dr. Harrel stated that we are changing the process of faculty meetings and they will be assigned to faculty members on a rotation basis. We will meet on a weekly basis, but every other week will be dedicated to state reporting. Every other month we will have an evening meeting and we would like to rotate the hosting of that meeting as well. The first evening meeting will most likely take place on September 1st.
- b. Drs. Duda and Tawil mentioned that the dates for the School of Education Kick-off will be September 1st (1:30 PM) and September 2nd (10:30 AM).
- c. Dr. Harrel stated that the next department meeting will be held on August 25th in A-210.

VII. Housekeeping

- a. Dr. Harrel stated that office hours need to be submitted to her by Monday (August 23rd). Once approved, office hours will need to be posted outside of the offices.
- b. Dr. Harrel stated that all syllabi need to be submitted to her by Friday (August 20th) and instructors need to submit a syllabus for each course they are teaching.
- c. Dr. Harrel stated that biographies and pictures need to be submitted by Friday (August 20th). We would like to have them posted to the School of Education’s web site next week.
- d. Dr. Harrel distributed the template of the Faculty Credential Form. She will send the template electronically to faculty members and asked that they be returned by Monday or Tuesday. The forms need to be submitted every semester and will be part of our NCATE accreditation.
- e. Dr. Harrel stated that everyone needs to complete a Personal Information form. Barbara Miley will distribute the forms.
- f. Dr. Harrel stated that if faculty members need to be absent they need to contact her.
- g. Dr. Harrel stated that new faculty will be evaluated this year.
- h. Dr. Harrel stated that Dr. Tawil will be the point of contact for set-up and training with LiveText.
- i. Dr. Harrel stated that we have formed partnerships with the following groups: WGPU (to promote literacy within the community), ArtFest Fort Myers (Art Clubs will be facilitated by our students); Ave Maria (Secondary Education and Master’s); and Early Childhood (conference on October 16 – Lee Bennett Hopkins Writing Institute).

Meeting adjourned at 2:30 PM

Minutes submitted by Barbara Miley