

**MINUTES**  
**School of Education Meeting**  
**August 25, 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. Accolades/Celebrations
  - a. Dr. Harrel welcomed everyone and asked if there were any successes to share.
  - b. Professor Rollins stated that she met with the interns the previous evening and they feel that they are prepared and thankful for the experience.
  - c. Professor Schaeffer stated a former student is coming to Edison because she hears how great our students are
  - d. Dr. Harrel stated that at a meeting recently with the area superintendents they all praised our students.
  - e. Professor Schaeffer stated that Lonni Howington's (adjunct professor) daughter had been chosen as one of the hosts for the WGPU's "Curious Kids" television program.
  - f. Dr. Harrel stated that the partnership with WGPU became official the day before. She also reviewed the various partnerships that have recently been formed.
  
- II. Housekeeping
  - a. Dr. Harrel reminded everyone that Attendance Verification is due by September 2<sup>nd</sup> at 4:30 PM. She also stated that if people are on the roster and not showing up for class they need to be contacted because we don't want them to fail the class because they didn't withdraw on time.
  - b. Dr. Harrel stated that a calendar will show in the website. Please provide any events to Barbara Miley so that they may be added.
  
- III. Kick-Off
  - a. Dr. Harrel reminded everyone of the dates for the Kick-Off: September 1<sup>st</sup> (1:30 PM and 4:30 PM) and September 2<sup>nd</sup> (10:30 AM). They will be held in A-105. Dr. Harrel asked if there were any additional ideas for the event and if there was anything in particular that the students need to know.
  - b. Professor Schaeffer stated that she would bring up "Flickers".
  - c. Dr. Harrel asked that everyone talk about the Kick-Off in their classes.
  
- IV. 2010-2011 Annual Data Reports
  - a. Dr. Harrel distributed and reviewed the Annual Data Report that was prepared by Dr. Tawil.
  - b. Professor Robertson stated that she would host a review course for the Math portion of the General Knowledge Test.
  - c. Dr. Dwyer stated that many students have anxiety with test taking and anything we can do to boost their confidence will help everyone.
  - d. Dr. Harrel stated that the report will be made public.

V. Issues

- a. Dr. Harrel asked if there were any issues that needed to be addressed.
- b. Professor Robertson stated that her assignments are not lining up with LiveText.
- c. Dr. Harrel stated that there is a problem with LiveText and we will work to get it resolved.
- d. Dr. Duda stated that she has three students with "Waiting for Assessment" and all of their assessment has been entered.
- e. Professor Robertson asked about how to print the rubrics.
- f. Professor O'Brien stated that the rubrics can be seen and printed from the LiveText account.
- g. Professor Rollins stated that her classes on the Charlotte campus begin tomorrow.
- h. Dr. Duda stated that she has an open house for mentor teachers tomorrow.
- i. Professor Robertson asked if students can use the same fifteen hours for lower division courses.
- j. Dr. Harrel stated that the answer is no. She also reviewed the language behind the hours. They are required by the State – not Edison.
- k. Dr. Duda stated that no real documentation exists for the lower division hours. She also mentioned that electronic verification is being worked on for the future.
- l. Dr. Harrel stated that paper logs must in the students' files for documentation purposes.
- m. Professor Rollins demonstrated how to access the Groups page on the portal, as well as how to join and find documents. She also demonstrated the log for hours for the lower division courses.
- n. Professor Schaeffer asked how we can integrate the Early Childhood students with the Groups page.
- o. Dr. Harrel stated that we want the lower division students to feel part of the program.
- p. Dr. Harrel stated that we need documentation for all field experience hours (internship, lower division, etc.) and it needs to be signed.
- q. Professor Rollins stated that KDE Rush will be next Wednesday (September 1<sup>st</sup>) and the induction will take place at the end of September. She also mentioned that a fundraiser (Family Fun Fall Day) will take place on October 16<sup>th</sup>.

The meeting concluded at 3:05 PM.

Minutes submitted by Barbara Miley.