

MINUTES
School of Education Meeting
November 30, 2010

Meeting commenced at 6:00 PM

In attendance: Dr. Erin Harrel, Dr. Martin Tawil, Professor Donnalee Washburn, Dr. Regina Miller, Professor Elysha O'Brien, Professor Frank Santoro, Professor Lonni Howington, Professor Gloria Carter, Professor Shelley Greggs, Professor Elaine Schaeffer, Dr. Genelle Grant, Professor Joyce Gelfand, Professor Mary Ellen Schultz, Dr. Brian Botts, Dr. Jim Short, Dr. Ellen Reinig, Dr. Tim Kutz, Dr. Carlos Negrón, Professor Carla Magnozzi, Professor Kim Lonergan, Professor Peggy VanVoorhis, and Professor Nate Francis.

Exempt: Dr. William Dwyer, Dr. Kathleen Hughes-Desousa, Professor Erik Cioffi, Professor Anne Snyder, Dr. Christy Kutz, Dr. Marjorie Wilson, Professor Leslie Roth, Dr. Elizabeth Elliott, Professor Mary Robertson, Professor Mary Scott, Professor Ellen Keegan, Professor Kim Newhouse, Professor Grace Campbell, Professor Kim Samuels, Professor Esther Pinheiro, Professor Joyce Rollins, Dr. Thomas Michel, Professor Steve Bedford, Professor Ruth Rigby, Dr. Christy Duda, Dr. Brian Moore, Professor Margaret Desjardins, and Dr. Denise Fitzpatrick.

I. Accomplishments and Successes

- a. Dr. Harrel welcomed everyone and asked if anyone had news to share.
- b. Professor Schaeffer stated that the next Lee Bennett Hopkins Writers' Institute will be held October 15, 2011.
- c. Professor Short stated that he is now Dr. Short.
- d. Dr. Harrel stated that Dr. Tawil has been named Interim Department Chair.
- e. Dr. Harrel stated five to six of our soon to be graduates have already received teaching positions.
- f. Dr. Harrel asked if there were any immediate concerns or obstacles that needed to be addressed. She also stated that she and Dr. Duda are aware of the problems being experienced within Field Experience. Dr. Harrel asked that any suggestions and/or problems be sent to Dr. Duda and she will work on them when she returns from maternity leave.
- g. Dr. Harrel stated that new forms had been developed for the lower division courses that require observation hours. Dr. Harrel also stated that the required hours are State mandated and not Edison mandated.
- h. Dr. Harrel introduced Dr. James Martin (Lee Campus President).
- i. Dr. Harrel announced the Internship Ceremony for Friday (December 3) at 6:30 PM in Rush Auditorium.

II. Syllabi Preparation

- a. Dr. Harrel showed a Power Point Presentation on syllabi preparation that Dr. Tawil prepared. The document will be available on the School of Education website for reference.
- b. Dr. Harrel stated that college administrators regularly receive two complaints regarding syllabi: the professor's attendance policy and grading policy. Dr. Harrel stated that the policies need to be very clear in each syllabus. Dr. Harrel also stated that each syllabus needs to have a weekly class schedule.
- c. Dr. Harrel stated that the syllabi for Spring 2011 will be due very soon. Please use the template found on the Document Manager so that the syllabi are always in the most current

format. Dr. Harrel stated that syllabi should be submitted to the following individuals: Joyce Rollins – all Elementary Education courses; Elaine Schaeffer – all Early Childhood Education courses and EDF 2085; Mary Robertson – all Secondary Education Math courses, Middle Grades Math Education courses and EDF 2005; Martin Tawil – EME 2040; Regina Miller – all ESOL and TSOL courses; Elysha O’Brien – all Reading courses, Middle Grades Language Arts courses, and EDM 3230; William Dwyer – all Secondary Education Biology courses and Middle Grades Science Education courses. Dr. Harrel stated that an e-mail would be sent to faculty and adjuncts with this information.

III. Changes

- a. Dr. Harrel stated that a few new forms have been developed: Course Change Form (to be submitted for recommended changes to a particular course) and Proposed Program Change Form (to be submitted for recommended changes to a particular program).
- b. Dr. Harrel asked that upon completion the forms be submitted to her for review and further discussion.

IV. Outcomes

- a. Dr. Harrel stated that every course has outcomes which come from program outcomes.
- b. Dr. Harrel stated that our students must understand the outcomes for the programs and courses. Dr. Harrel then introduced an activity where course outcomes (printed on note cards) would be paired with program outcomes (on tear sheets posted around the room).

V. FEAP’s

- a. Dr. Harrel stated that changes were coming to the State FEAP’s which would require changes to the College’s FEAP’s.
- b. Dr. Harrel stated that the biggest change from the State will be that they are going to one standard rather than pre-professional and post-professional.
- c. Dr. Harrel stated that our FEAP’s had recently been rewritten at a faculty meeting.

VI. LiveText

- a. Dr. Harrel stated that Dr. Tawil has forms for any LiveText changes that need to be made.
- b. Dr. Harrel stated that any changes must be submitted to Dr. Tawil prior to December 13th.
- c. Professor Rollins stated that instructors should look for the “All Grades Published” indicator in the Grade column in the course.

VII. Miscellaneous

- a. Dr. Harrel asked if there was anything else that needed to be addressed.
- b. Dr. Harrel thanked everyone for all that they do for the School of Education. Dr. Harrel also stated that the commitment to the students is wonderful and greatly appreciated.

The meeting concluded at 7:50 PM.

Minutes submitted by Barbara Miley