

MINUTES
School of Education Meeting
December 1, 2010

Meeting commenced at 2:00 PM

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

Exempt: Dr. Christy Duda

- I. Welcome and Miscellaneous Items
 - a. Dr. Harrel welcomed everyone and stated that the previous night's faculty meeting appeared to be very effective.
 - b. Dr. Harrel reminded everyone that the end of the semester is quickly approaching and grades need to be posted no later than December 13th and 4:30 PM. Dr. Harrel also stated that grades need to be averaged according to the policy posted in the course syllabus.
 - c. Dr. Harrel reminded everyone of how important it is to be very clear with expectations and policies. Dr. Harrel also stated that clarity will bring strength.
 - d. Professor Rollins stated that she has started posting class participation and attendance as part of the grading policy.
 - e. Dr. Dwyer stated that he specifies the percentage weighting in class.
 - f. Professor Schaeffer stated that she averages the grades and then posts them on the sign-in sheet so her students see them and are aware of where they stand.
 - g. Professor Rollins stated that she tells her students that when they apply for a job and she receives a reference call, the evaluation begins from day one – not just during the internship.
 - h. Professor Schaeffer stated that an adjunct had a student that was dressing inappropriately for class. The adjunct addressed the matter with the student who felt that the adjunct was not within her rights. Professor Schaeffer stated that she told the adjunct that she was well within her rights to address the student regarding the way she was dressed.
 - i. Dr. Harrel stated that "Incompletes" for final grades are the prerogative of the professor and documentation is not required but is strongly encouraged for verification purposes.
 - j. Professor Robertson stated that the last date of contact for late withdrawals is very important.
 - k. Dr. Harrel reminded everyone that grades are due no later than December 13th at 4:30 PM.
- II. Emergency Plans and Evacuations
 - a. Dr. Harrel asked everyone to be familiar with the evacuation routes from the classrooms and to be sure that the students know the routes.
 - b. Dr. Harrel asked everyone to think about anything else that needs to be included in our emergency plans and evacuation plans.
- III. S.A.C.S.
 - a. Dr. Harrel stated that the S.A.C.S. site visit is scheduled to take place November 8-10, 2011.
 - b. Dr. Harrel reminded everyone that they need to be very familiar with any of the acronyms that might be used during the visit.

- IV. Reorganization of Student Services
 - a. Dr. Harrel outlined the changes that will be taking place within Student Services.
 - b. Dr. Harrel stated that a Student Information Center will be in place by the spring and should be fully functioning by the fall.
 - c. Dr. Harrel stated that Advising will change somewhat and begin to offer vocational and career tracking.

- V. Strategic Goals
 - a. Dr. Harrel stated that the writing results for our students are reflecting some discrepancies and asked if anyone had any suggestions for improvement.
 - b. Professor Rollins stated that a component for writing could be included in rubric for a course.
 - c. Dr. Harrel asked where the need should be identified. Dr. Harrel also asked if we need to add a few checkpoints in other places.
 - d. Professor Rollins stated that she will add the writing component to the rubric by May 1, 2011.
 - e. Dr. Harrel stated that RTI training will be scheduled for one of the evening faculty meetings next semester.
 - f. Dr. Harrel stated that the ESOL training has begun and is being led by Dr. Eileen DeLuca.
 - g. Dr. Harrel stated that the mentor teacher surveys were very good. Dr. Harrel also stated that data from students and faculty will be collected in the spring and the Field Experience forms will also be updated.
 - h. Professor Schaeffer stated that Professional Development should include birth through twelve.
 - i. Dr. Harrel stated that we will have new program objectives by May 1, 2011 and we will need to develop rubrics for key assignments.
 - j. Dr. Harrel stated that the department has been approved for (1) part-time remediation employee and (1) part-time staff assistant.

- VI. College Expansion
 - a. Dr. Harrel stated that along with the expansion initiatives the administration is trying to determine if the collegiate high schools belong within our department or should be placed somewhere else.
 - b. Dr. Harrel stated that we will need to determine how to integrate the collegiate high schools with our department if they remain in our department.
 - c. Dr. Harrel stated that a Transformational Education Office will exist within two years.

- VII. Syllabi Adjustment
 - a. Dr. Harrel stated that we need to look at ways to keep our students from getting overwhelmed with their courses and requirements. Dr. Harrel also stated that perhaps we could use components from existing initiatives to satisfy requirements for some of our courses.
 - b. Dr. Harrel asked everyone in attendance how they would feel about requiring our students to satisfy community service hours. Dr. Harrel also stated that it would be great preparation for our teacher candidates.
 - c. Professor Robertson asked where we would add the community service. She also asked if it could be added to the FEAP's.
 - d. Dr. Dwyer asked how the portfolios are used beyond the final internship.

- e. Professor Rollins stated that she recommends to her students that they print their best pages and take them to their interviews for demonstration of what they can do.
- f. Dr. Harrel stated that students can even publish their portfolios electronically.
- g. Professor Rollins stated that the reflection process is better when they have to choose which pages to print and take with them to an interview.
- h. Dr. Harrel stated that the community service component must become part of our programs and we need to be forward thinking with ideas. She also stated that if we are to begin the community service requirement with the spring semester, a list of opportunities needs to be prepared. Dr. Harrel asked who would be willing to prepare the list. Professor Robertson, Dr. Dwyer, Professor Rollins and Dr. Tawil volunteered to meet on December 8th and begin the process of developing a list of opportunities.
- i. Professor Robertson stated that she is planning an event – Family Math Night – and it would be a great opportunity for our students.

VIII. Miscellaneous

- a. Dr. Miller asked what to do about students that have not submitted assignments.
- b. Dr. Harrel stated that we need to be very clear with our students regarding the submission of assignments, their due dates, and the consequences for missing due dates.
- c. Dr. Harrel stated that the department's annual holiday gathering would take place on Thursday, December 9th at 4:00 PM.

The meeting concluded at 3:15 PM.

Minutes submitted by Barbara Miley