

MINUTES
School of Education Meeting
January 26, 2011

Meeting commenced at 2:10 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, Professor Joyce Gelfand and Barbara Miley.

- I. Welcome by Dr. Harrel and many thanks to all that worked on the State Reporting Project.
- II. Housekeeping
 - a. Dr. Goldstein (SACS) will be on campus Thursday and Friday. Please make sure that offices are clean and make a point to be on campus.
 - b. Curriculum Committee is on Friday (28th).
 - c. US News and World Report has partnered with the NCTQ and they will be reviewing and ranking teacher preparation programs. We will be participating in the review and information will be sent to us soon.
 - d. We have been asked to map all of our programs another way for SACS. The new format will make the college's programs visually the same.
 - e. The program learning outcome templates are complete.
 - f. We need to think about an evening district faculty meeting for February.
 - g. Please give the professors that are in your classrooms ahead of you at least five minutes to leave the room before you and your students enter.
 - h. We have more interns than ever before and we need to tighten up with a few of our students. Please be sure that they understand that attendance and participation are very important. Professors must be consistent with their policies and follow through with program standards.
- III. Faculty shared classroom news.
- IV. All of our syllabi will need to have a Florida Department of Education Standards Addendum by Fall 2011. The addendum will explain the FEAP's that are referenced in the syllabi.
- V. Miscellaneous
 - a. If anyone is interested in trying the pilot program of Microsoft Exchange please contact any member of the Technology Committee.
 - b. LiveText now features a "rescind" option for students.
 - c. Our new service learning component needs parameters so that it stays controlled.
 - d. Eventually, we will have to show qualitative data. Please be thinking about whom we should collect the information from (i.e., teachers, directors, attendees, etc.) Also, we need to thinking about whether or not to develop a survey for each service learning event or develop one survey for everything. Elysha O'Brien will develop the first set of questions.

The meeting concluded at 3:15 PM.

Minutes submitted by Barbara Miley