

MINUTES
School of Education Meeting
August 31, 2011

Meeting commenced at 12:00 PM

In attendance: Dr. Erin Harrel, Dr. Regina Miller, Professor Mary Robertson, Professor Joyce Rollins, Dr. Christy Duda, Dr. Cathleen Doheny, Dr. William Dwyer, Professor Elaine Schaeffer, and Barbara Miley.

- I. Professor Rollins welcomed everyone and stated that the faculty meetings will be every other week on Wednesdays at 12:00 PM. She will follow-up after every meeting with Dr. Tawil who will be in class at that time for the first half of the semester.
- II. Professor Rollins introduced a community and trust building activity and asked that everyone share how many siblings they have in their family and where they fall in the pecking order.
- III. Professor Rollins reviewed some "dorm norms" for our move to the new classroom building: if an office door is closed, please respect that the person may be busy and not available; practice library voices, be aware that voices are carrying, turn down ringers on telephones; be sure to close office door when meeting with a student and use library voice; remember to wipe down the microwave after use; do not leave dishes in the sink; and clean-up after yourself in the kitchen.
- IV. Professor Rollins stated that September 9th would be a work day for setting-up the Curriculum Library. She also stated that a system needs to be established for ordering supplies and checking out items from the Curriculum Library.
- V. Professor Rollins stated that U-218 will be set-up like an elementary classroom. Please return tables and chairs to original set-up if moved.
- VI. Professor Rollins reviewed the new service learning requirement. Beginning with the fall semester, each newly admitted student must complete thirty hours for graduation. Once students commit to a project they must stay with it for the semester. Faculty stewards will assist with the students' ability to internalize their experiences. Applications for projects will now be accepted from partners in the community and surveys will be completed at the end of each semester. A drop box will be set-up in LiveText for log sheets. A committee is needed to review the applications and to find someone to be the point person for each activity.
- VII. Professor Rollins asked for any questions or concerns. Professors Robertson and Rollins asked for keyboard trays to be installed with their desks. It was also noted that final exams (student copies) need to be archived for five years.

The meeting concluded at 1:00 PM.

Minutes submitted by Barbara Miley