

MINUTES
School of Education Meeting
November 16, 2011

Meeting commenced at 12:15 PM

In attendance: Dr. Erin Harrel, Professor Elaine Schaeffer, Professor Mary Robertson, Professor Joyce Rollins, Dr. William Dwyer, Dr. Cathleen Doheny, Dr. Martin Tawil, Kristin Corkhill, Dr. Regina Miller, Dr. Anne Angstrom (via Polycom), Jennifer Tucker and Barbara Miley.

- I. Professor Rollins opened the meeting with an activity where everyone shared their favorite smell.
- II. Professor Rollins acknowledged the recent success of Family Math Night and the completion of the E-IPEP.
- III. Professor Rollins reminded everyone to utilize Jen Tucker, Nikki Bossert and Keishla Velez.
- IV. Professor Rollins stated that full-time faculty will continue to be the lead for the syllabi in their discipline(s). Adjuncts need to submit their syllabi to the lead faculty by December 2nd and lead faculty need to forward the syllabi to Dr. Tawil by December 9th.
- V. Dr. Duda stated that lead faculty for syllabi will now also be the point person for field experience in their discipline(s). All student evaluations will be due no later than November 28th. Going forward, students need to provide their expectations to their mentor teachers during the first meeting so that the teachers are aware of what needs to be accomplished in the classroom.
- VI. Professor Rollins stated that the Internship Ceremony will be held on December 6th and Commencement will be held on December 9th. Faculty are only required to attend one commencement ceremony per year.
- VII. The Pace Center for Girls was added as a service learning opportunity.
- VIII. Dr. Harrel thanked everyone for keeping the School of Education running smoothly during her temporary transition to the Office of Academic Affairs.
- IX. Dr. Harrel gave an overview of the SACS site visit.
- X. The department Christmas party will be a potluck lunch on December 1st, 12:15 PM, in U-202B. Instead of drawing names, we will have a Chinese Gift Exchange (\$10.00 limit).

The meeting concluded at 1:20 PM.

Minutes submitted by Barbara Miley