

**MINUTES**  
**School of Education Meetings**  
**November 30, 2011**

Meeting commenced at 12:05 PM

In attendance: Professor Joyce Rollins, Dr. Cathleen Doheny, Dr. Regina Miller, Professor Mary Robertson, Dr. Martin Tawil, Professor Elaine Schaeffer, Dr. Christine Duda, Dr. William Dwyer, and Jennifer Tucker.

- I. Professor Rollins opened the meeting with sharing what their favorite part of celebrating for the holidays.
- II. Professor Rollins reminded staff that on the last day to clear information from their classroom computers and to put away all supplies as you use them. Dr. Tawil mentioned and the table for the most part agreed, to designate 5-7 students to do the cleaning up and their hours will apply towards the completion of the service learning. This service learning opportunity will begin again in the spring but will not be advertised.
- III. Professor Rollins went over a few Syllabi procedures. She wanted to make sure the Professor hours, office number, adjuncts needed to add phone numbers (even if it was Jennifer Tucker's number to leave a message), space out the due dates to projects and she also wanted to make sure the holidays were added as well.
- IV. Professor Rollins went over with everyone that students would need to fill out the Student Service- Learning Survey (which she handed a copy to everyone). Dr. Tawil will have the survey added to the SOE website by the end of the day. It was suggested to place the survey electronically on Survey Monkey. Professor Rollins requested paper copies be collected. She asked to have all returned completed by students no later than January.
- V. Professor Rollins reminded the table of the Intern Ceremony being on Tuesday, November 6, 2011. Appetizers and water will be served. She asked that everyone join because it was a nice warm ceremony.
- VI. Professor Rollins also reminded the table of the Graduation, Friday having two times 3:00 PM & 7:00PM. She asked again for us all to join!

The meeting concluded at 1:13 PM

Minutes submitted by Jennifer Tucker