

**MINUTES**  
**School of Education Meetings**  
**January 13, 2012**

Meeting commenced at 10:02 AM

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, Professor Kristin Corkhill, Barbara Miley and Jennifer Tucker.

- I. Professor Rollins opened the meeting with a discussion on times for the biweekly meeting for the attendees for 2012 considering there did not seem to be a meeting time she could come up with that everyone could attend except Monday from 9:30- 10:30 starting 1/23/12.
- II. Professor Rollins reminded staff on Unit Plans, Goals, and Service Learning. The group was in the discussion. Joyce at this time reminded them, these things would be brought back in future meetings. Notes: Working on how you want a sub group? Classroom management with ESOL and different strategies. Those strategies may entail online class behavior management. This will also be addressed over the next few meetings.
- III. Professor Rollins mentioned how she would like to start the meeting with 15 minute discussions from each professor discussing something from their back ground, what they are teaching, what they are learning..etc. The group all agreed! They very much liked that idea! Dr. Duda mentioned, discussing experiences helps us grow and she was very interested.
- IV. Professor Rollins spoke about the 2 annual meeting her and the fellow professors have with the adjuncts, and how she would like to assign a 2 professors at a time to bring refreshments as well as taking care of the clean-up. Professor Schaeffer then mentioned to Barbara Miley if there was money put away for refreshments and the answer was I do not believe so. ( There is no money in the education PR dept. for food) Barbara mentioned looking into a book sale.
- V. Professor Rollins said with everything going on in the world of education, would it not be a nice to just have a brownbag lunch day to be able to make time and discuss the things we're always too busy to talk about. The entire table thought that idea was great! Date and Time will be given by Elaine and/or Joyce soon.

VI. Professor Rollins also reminded the table the selected professor's hour changes and hours needed to be posted.

Dr. Martin Tawil- Monday: 10:00- 6:00

Dr. Christy Duda- Tuesday: 10:00- 6:00

Professor Joyce Rollins- Tuesday/ Thursday 10:00- 6:00

The meeting concluded at 11:06 AM

Minutes submitted by Jennifer Tucker