

MINUTES
School of Education Meetings
February 6, 2012

Meeting commenced at 9:32 AM

In attendance: Professor Joyce Rollins, Telecom: Ann Angstrom, Dr. Cathleen Doheny, Dr. Regina Miller, Professor Mary Robertson, Dr. Martin Tawil, Professor Elaine Schaeffer, Dr. Christine Duda, , Professor Kristin Corkhill, Dr. Erin Harrel and Jennifer Tucker.

- I. Professor Rollins opened the meeting with a discussion reminding the faculty they cannot add rubric or change the rubrics, nor change the practicum. We must use the rubrics that are already written. It was agreed by many that rubrics should be adjusted, but that cannot be done right now. Also, Writing APA with the rubrics is together and in the future there was discussion on separating them. USE THE RUBRIC AS THEY ARE WRITTEN.

- II. Professor Rollins and Dr. Tawil spoke about TK 20. All rosters are in TK 20. All students can now get in. The full data load is in. Dr. Tawil will be available for any TK 20 questions, Monday, February 07, 2012, from 2-3 and February 13, 2012, from 4:30- 5:30 in the conference room located in the U building 202B.

Now that TK20 is all up and running Rollins suggested not counting assignments late up until last week. Now that TK 20 is all up and running and there is help provided, every student does have access. Assure the students we can all get through at this time.

- III. SACS Committee Updates: Professor Robertson mentioned hers was on Service Learning Events working with the Deans was a bit difficult this last week. Professor Angstrom is not able to make her meetings and Dr. Harrel mention she was going to make sure she would help her out with that. Professor Rollins and Dr. Duda are on the Review Course Catalog Committee, Professor Rollins mentioned the deadline was this Friday for their report to be final and they were excited on the outcome with looking at every program.

- IV. Dr. Erin Harrel announced that Edison State College was FULLY APPROVED. She congratulated everyone at the table for a job well one and said that a get together will have to be set in place.

(IF IV HAS NOT WENT PUBLIC PLEASE DELETE BEFORE SENDING OUT)

- V. Professor Rollins said with everything being so very busy she is going to try and put together a Monday Memo every Monday morning. It might consist of reminders, good news, goals, a saying, etc.
- VI. The Curriculum Library: Professor Rollins asked for suggestions on up keeping the library: keeping it clean and keeping things from disappearing. Ann: she needed more room for more stuff. More shelving would be great. Ideas were as follows: Students helping for their hours, Sign in out sheets for items through Jen in U202 C, Sign in and out on dry erase board.

Dr. Harrel mentioned the cards for the students to scan themselves in to the library so we know who is in and out at all times. Professor Rollins said we have mentioned that in the past and Barbara said we were turned down for that. Dr. Harrel mentioned she thinks we can do it and that she would look into it.

- VII. APA. Professor Rollins reminding everyone at the table knows what APA writing style is. Please go over it with your students. Professor Rollins gave the table this website for the students to be able to use to help with APA writing style. Citationmachine.net Writing Center at the college will also be happy to help.
- VIII. Keishla /Nikki: Professor Rollins wanted the table to understand that even though they both work here they are still students and their work they do must be double checked.
- IX. Dual Enrollment: Professor Kristin Corkhill was the one picked from the last meeting to speak about the field she works in. There are about 3,500 in great need out in our program earning their high school and college degrees with an AA degree. There are many that are going online, which is very new. Many do not like to go online, but that is what we are changing to. She went over final exams, communication between high school staff and college faculty.

X. Grades are due February 7, 2012.

The meeting concluded at 10:36 AM

Minutes submitted by Jennifer Tucker

Highlights of Common Course Assessments, addressed in SR 6A-14.064

- Institution is responsible for providing a “comprehensive, cumulative end-of-course assessment or a series of assessments of all expected learning outcomes...”
- Assessments are to be provided to the high school DE instructor in a timely manner to “ensure availability prior to scheduled administration dates.”
- Completed, scored assessments held on file for period of one year by the college.
- College will analyze DE student performance and make available analyses and recommendations to the high school principal and local school district.
- Colleges will compare student performance, “to include final grade and exam” of the high school DE courses to ensure comparable results to that of non-DE sections.

Points to consider:

- The state rule does not definitively state that the assessment is the “final exam” for the course, just that it is an end of course assessment. It also does not state how the assessment is factored into the final grade for the course.
- The rule does not indicate that random sections will be used as an analysis sample.