

MINUTES
School of Education Meetings
March 19, 2012

Meeting commenced at 9:45 AM

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

- I. Professor Rollins opened the meeting with a discussion about the death of Melissa Klipp. She was a 23 year old student in the School of Education that passed away suddenly on March 6, 2012. Joyce was looking for a full time staff member from the School of Ed to attend her funeral here in town. Mary Robertson and Regina needed to look at their schedule to be able to confirm but one of the two would attend the funeral. Round table discussion: Martin Tawil stated he would like to see a crises team for the students and faculty. The table agreed.
- II. Student Concern: Students are having issues with each other not pulling their weight on group projects. Joyce mentioned make sure that you as a professor are making a common time to meet for the students for the to meet, exchange names, phone numbers, and emails. Contacts them once again before you contact the professor. Round table discussion: Ann- she mentioned for all of her group projects she has the students fill out what she calls a "group reflections form" this form the students fill out that it will then show who put time in and who didn't. Regina- Does something similar for her ESOL classes.
- III. Adjunct: It's been brought to her attention that most of the adjuncts are not using the rubrics correctly and do not know the basics. As for using the rubrics. Please help out by reminding the Adjuncts they must be using our rubrics.

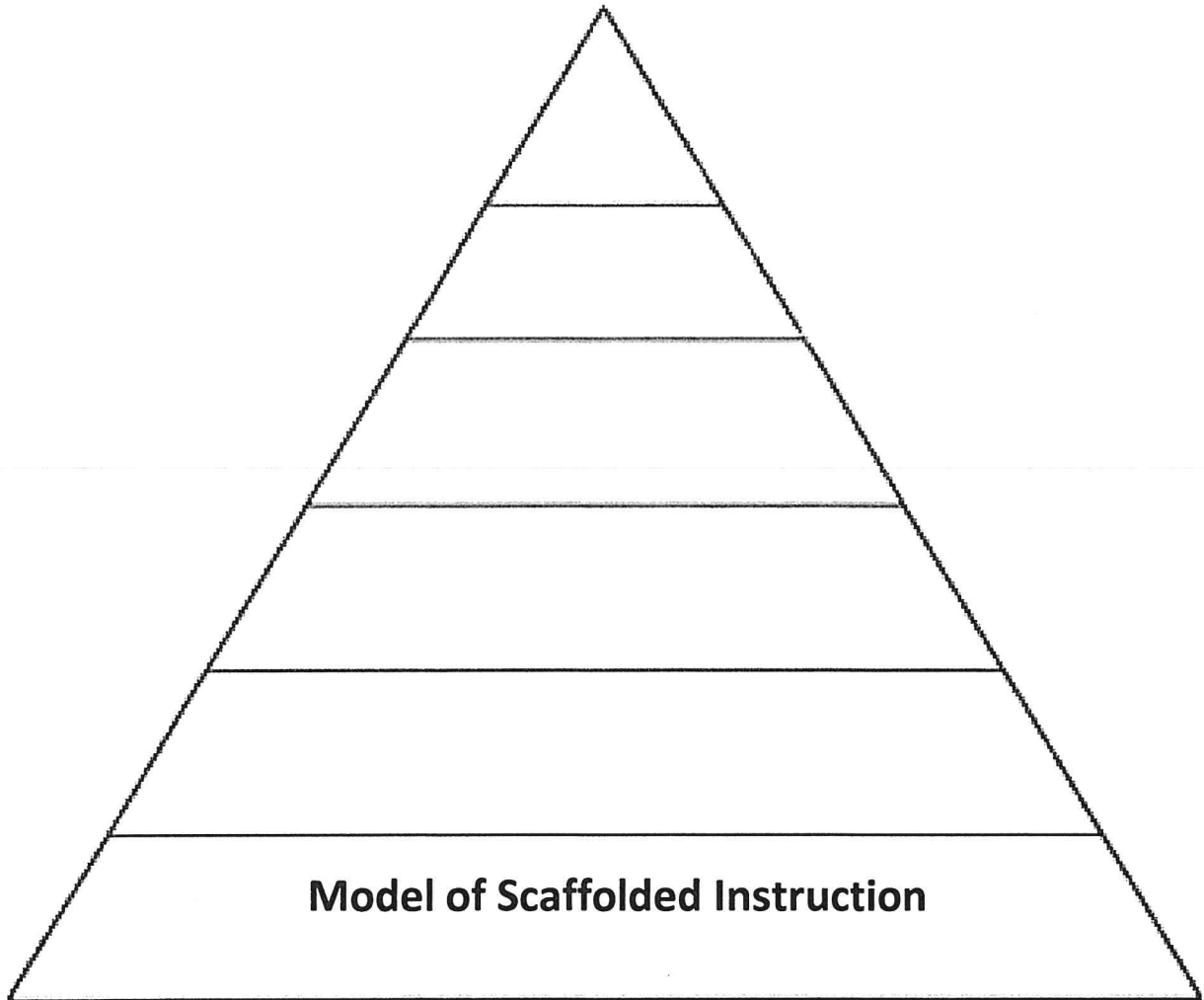
Some of them still have a lot of questions. As a group it was brought up that if there was an orientation before they start with a check list (adjunct check list, TK20, handouts, ESOL, Field Exp, Etc.)

- IV. Grading: This is also in the Monday Memo, but some student's still do not know their grades because papers have not been graded and turned back. Students are unaware how they are doing if they cannot see their grades.
- V. Compliments on spacing out assignments... Students love it!
- VI. Gina Miller with the ESOL program went over Scaffolding & interacting with your peers with the table.
- VII. Summer Schedule: Summer Schedule registration is this week. Faculty, please check that your listing is correct before the students get on there and start to register.
- VIII. Gina is attending the funeral on Thursday, March 22, 2012 at 4:00 p.m. for Melissa Klipp.

The meeting concluded at 10:46 AM

Minutes submitted by Jennifer Tucker

Scaffolded Instruction for ELLs



Bank

Students work in pairs

Students work independently

The teacher models and describes

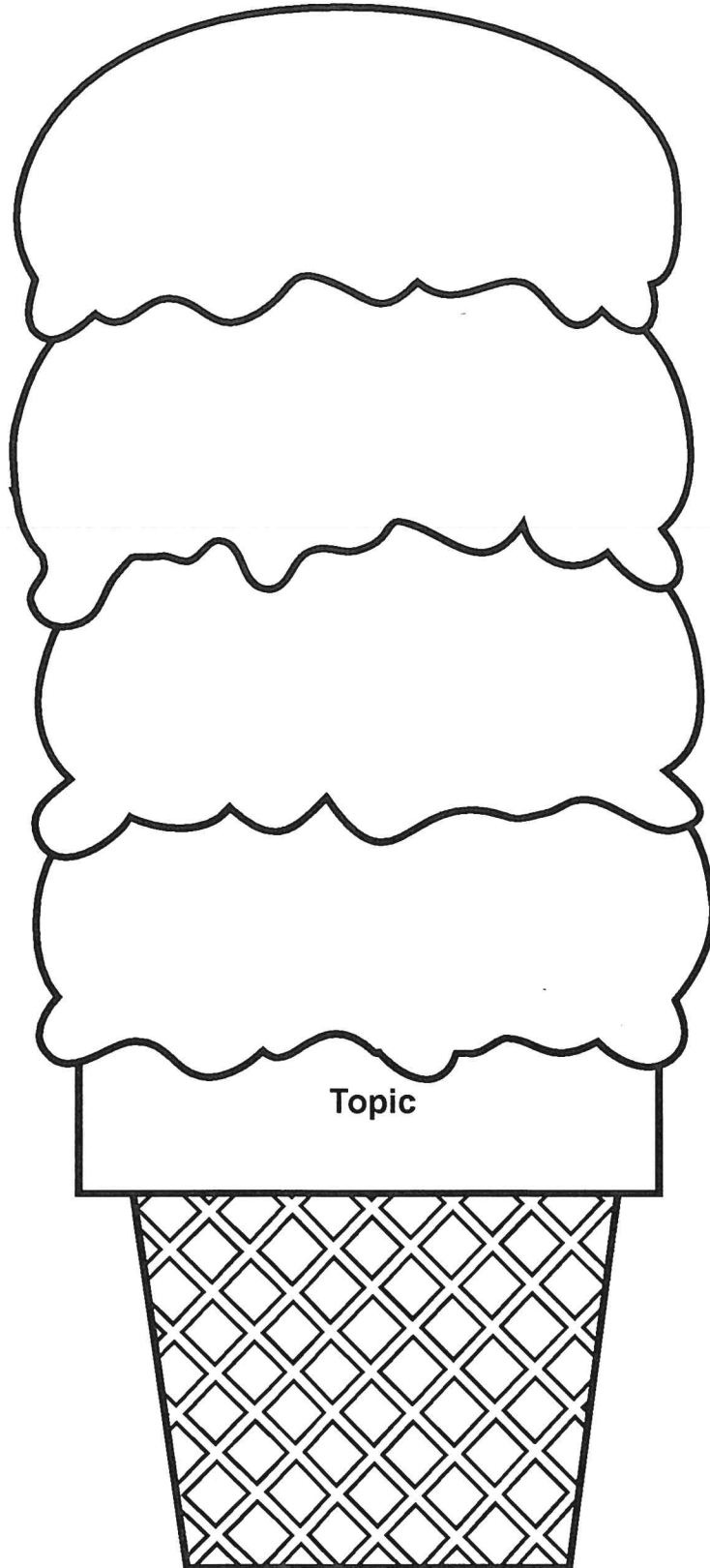
Teacher guides student practice

Students work collaboratively in small groups

Name _____ Date _____

Ice-Cream Cone

Write your topic on the cone. Add details in order on each scoop.



Paragraph Writing

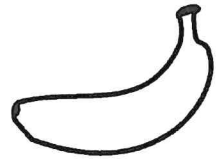
Name: _____

Let's try a few paragraphs:

<u>Topic:</u>	<i>Let me tell you about my best friend.</i>
<u>Supporting detail 1:</u>	<i>She lives next door to me.</i>
<u>Supporting detail 2:</u>	<i>We always have fun together.</i>
<u>Supporting detail 3:</u>	<i>Best of all, she's on my soccer team.</i>
<u>Closing sentence:</u>	<i>I think she is the greatest friend I've ever had.</i>

Let's try a few paragraphs:

Topic: *What I know about bananas.*



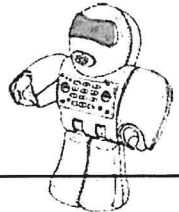
Supporting detail 1: _____

Supporting detail 2: _____

Supporting detail 3: _____

Closing sentence: _____

Topic: *My favorite toy.*



Supporting detail 1: _____

Supporting detail 2: _____

Supporting detail 3: _____

Closing sentence: _____

Topic: *How to make popcorn.*



Supporting detail 1: _____

Supporting detail 2: _____

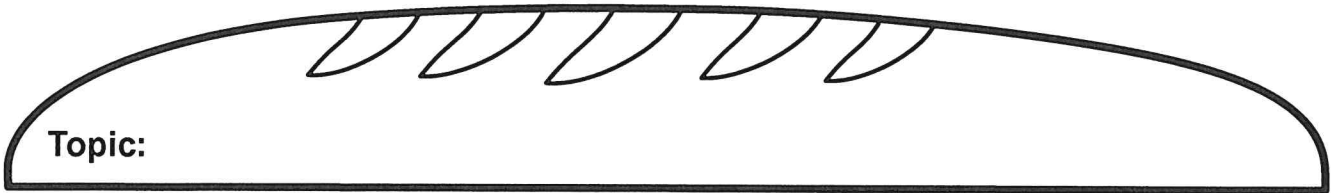
Supporting detail 3: _____

Closing sentence: _____

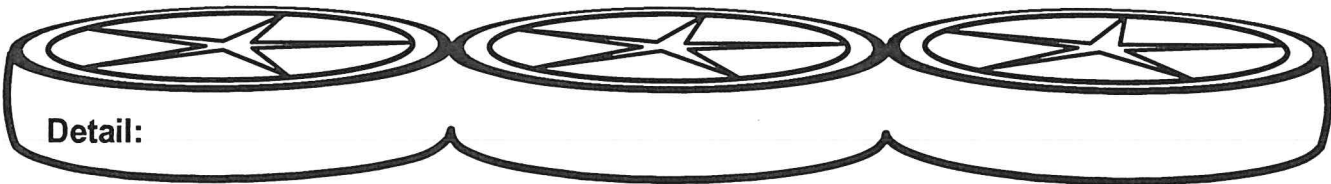
Name _____ Date _____

Sandwich Chart

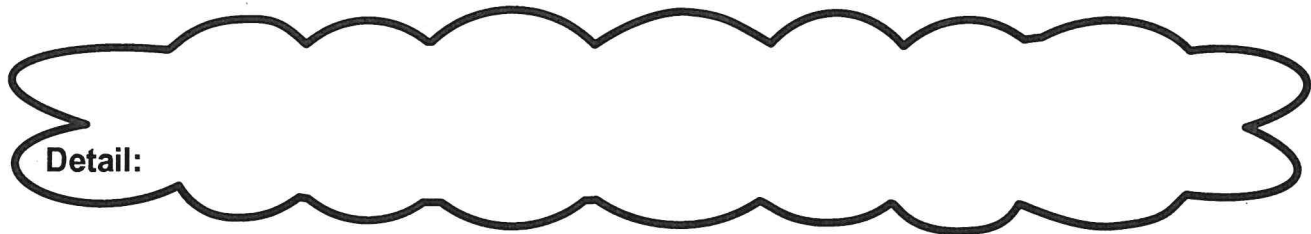
Write your topic at the top. Add details to the middle layers. Add a concluding sentence at the bottom.



Topic:



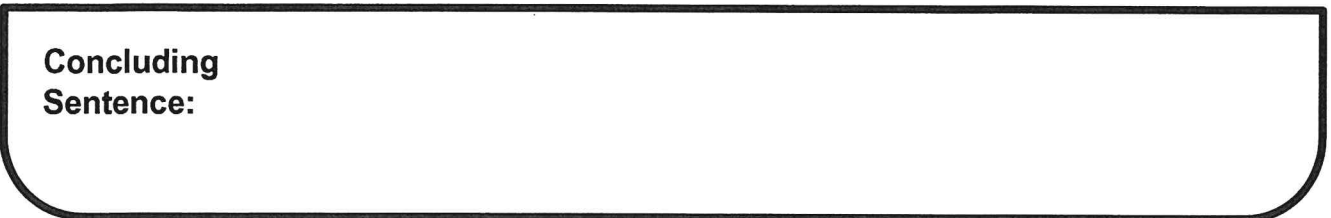
Detail:



Detail:



Detail:



Concluding Sentence: