

FILE

## Minutes

School of Education

September 19, 2012 Building U Room 202B

	Present	Absent	Excused		Present	Absent	Excused
Anne Angstrom	X						
Kristin Corkhill	X						
Cathleen Doheny	X						
Christy Duda	X						
Erin Harrel			X				
Erika Keith	X						
Barbara Miley	X						
Gina Miller	X						
Vicki Polce	X						
Michele Propper	X						
Mary Robertson	X						
Joyce Rollins	X						
Elaine Schaeffer	X						

- I. The meeting was brought to order by Rollins at 9:00 a.m.
- II. Service Learning - Rollins
  - a. Students have until midnight, September 19, 2012 to make selection
  - b. The 'Other' box was for students not fitting in any category
  - c. Will not accept activities from Church. Need to keep a separation of Church and State
  - d. Service learning has to be above and beyond jobs.
  - e. Students must have a first and second choice before meeting with faculty
  - f. 'Other' will not be an option for Spring 2013.
  - g. Students with extenuating circumstances must meet with Faculty. Faculty will contact agency to see if they qualify.
  - h. Propper has been getting several questions about Service Learning hours. Student must make a folder and be responsible for their own documentation.
  - i. Doheny – Where is list of activities?
  - j. Rollins – Through Survey Monkey in the SOE Groups on the Portal.
  - k. Robertson – How long is Edison e-mail active after graduation?
  - l. Miley – If student does not take classes, account goes dormant after one year.

III. Disposition/Attitudes

- a. Rollins – Our process has been on-going for over 2 years with refining along the way.
- b. Angstrom – In Special Topics class, Disposition Assessments were printed and went over with students briefly. Students wanted more information. Is there information on the web? Is there more clarification? Some students do not know what professionalism is.
- c. Rollins – Some are from tough backgrounds and do not have a chance. Do not know how to dress professionally.
- d. Miley – Dress for Success seminar being held on Campus, October 4, 2012, 6-8 p.m. in U-102. Tools for change on the Edison web site.

IV. Unit Goals

- a. Rollins - Critical feedback and Writing must be vetted by group.
- b. Propper – Writing, Communication, Disposition as Unit Goals (attached). Can be put in Tk20 and will auto populate. There will be an acceptable range that can be discussed with students. Changes can be made in Tk20. The median will be 'Acceptable' but changes can be made up or down only.
- c. Angstrom – Writing goals?
- d. Duda – Feedback unacceptable? Will have to re-submit?
- e. Robertson – May not have to re-submit entire contents?
- f. Doheny – What about spelling?
- g. Propper – Must start early in the semester.
- h. Rollins – Students must accept constructive criticism; being on time. This is a way for professors to have input.
- i. Robertson – There is no rebuttal for attitudes.
- j. Propper – There is room for more than meets requirements.
- k. Schaeffer – Other factors are participation, focus, contributes to classroom dialog, remains attentive.
- l. Doheny – Would like to see a copy of worksheet.
- m. Rollins – Department agrees with format and gives sub-committee its charge. Must tweak rubric and Tk20's ability to have radio buttons for selections.
- n. Robertson – Give everyone the same access.

- V. FEAP's/ESOL/Reading/Syllabi project
- a. Propper presented a power point – attached.
  - b. Will have indicators instead of benchmarks
  - c. Rollins – Identified assignment. Not cut and paste assignments. Attached rubric.
  - d. Propper – has done all six programs
  - e. Rollins – Sunshine State out of text and Common Core inserted.
  - f. Harrel helped write rubric matrix for teacher candidates.
  - e. Matrix teams: (Propper will be involved on all teams)
    - i. FEAP's – Rollins, Robertson, Duda
    - ii. Reading – Doheny, Angstrom
    - iii. ELL – Miller, Propper
    - iv. Field Experience – Duda, Propper
    - v. Proof Reader and Editor – Schaeffer
  - f. Rollins – Critical task worksheet changing for syllabi. Timeline – October 31, 2012 drop dead date to Harrel.
  - g. Miley – How many syllabi/
  - h. Rollins – 25 – guesstimate
  - i. Rollins – FEAP changes. Major revisions will be separate.
  - j. Rollins – ESOL does need revising.
- VI. Angstrom left for class at 9:55 a.m.
- VII. Recency of Experience
- a. Rollins – Recency of Experience to Propper. State needs form. In touch with schools and out with K12 families. E-mail sent from Miley or Harrel.
- VIII. Questions for Tk20
- a. Rollins – Any questions for Propper who is attending a Tk20 Conference in Dallas, TX on September 20 and 21, 2012.
  - b. Robertson – Still missing critical tasks
  - c. Doheny – What about the scoring rubric?
  - d. Rollins –It did revert back to old scoring.
  - e. Miller – The range is not the actual grade. Students get confused.
  - f. Rollins – You can post your comments in box provided.

IX. Questions, Comments, Additional Information

- a. Miley – Lee County Reading Conference is tentatively set for November 3, 2012. Discounted room rates not being met with much enthusiasm.
- b. Rollins – Student has jury duty. Could last 3 weeks. It is her Civic Duty. Student should have been excused based on full time status. Does not know if she 'checked' the full time student box on original summons. Should she drop classes? Work with Professor?
- c. Corkhill – If student has to drop classes, they can then file a Petition with Registrar to have those 'W's' removed from transcripts.

X. Meeting adjourned at 10:05 a.m.

XI. Minutes from September 5, 2012 approved with corrections and submitted by Polce to Miley 9/21/12.

