

Minutes

School of Education

October 31, 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. Motion to approve October 17, 2012 minutes was made by Propper and seconded by Duda. Motion to approve October 24, 2012 minutes with amendments was made by Robertson and seconded by Duda.
- III. Acknowledgements
 - a. Rollins – Kudos to Schaeffer for the Lee Bennett Hopkins Writer’s Institute on Saturday, October 27, 2012. A very positive thing for the community. Positive press from the *News-Press* article beforehand.
 - b. KDE induction, Autism Walk, Writer’s Institute, Bake Sale
Rollins – Induction was Friday, October 19, 2012. 25 New members. New Officers this year with the exception of one. In just two weeks they have participated in an Autism Walk, the Writer’s Institute with parking and set up, and a bake sale which made \$215.
- IV. Trevor Project – November 16, 2012
 - a. Rollins – Duda is spearheading the project. She has students helping. Promotion through the schools is starting soon. The event starts at 7:00 p.m. There will be a 16 minute documentary, a panel discussion with the focus of bullying and what educators can do to support them. There will also be some round table discussions so the audience can also

participate. We have two panel members and are in the process of getting more. Would like the faculty to start talking this up with your students. Our lower level education students as well.

- b. Miley – Do we have graphic that we could show on the monitor's in the lobby? We could have some additional promotion, save the date, etc.
- c. Rollins – Duda is in the process of getting an approval for that.
- d. Duda – Information has been forwarded to the appropriate office for approval.
- e. Schaeffer – We could also give it to the Library to advertise on their monitors.
- f. Duda – Will check with them today to see where we are at in that process.
- g. Harrel – Is this only for Edison or for everyone?
- h. Duda – Checked with Moreira and he is checking in to that as well. This is only for Edison at this time.
- i. Harrel – Check with Morgenstern. She may be able to help promote this. But if this only for Edison then we would not need to contact her.
- j. Rollins – When we met with our service learning group, we decided that for this Fall we would only do it for Edison. This would be our pilot and maybe in the Spring we would include some of the high schools and middle schools in the area and invite them. But we want to become comfortable with what we doing first before we present it to the masses.
- k. Schaeffer – Told the diversity students they could get extra credit if they participated.
- l. Robertson – Also the Intro to Ed students.
- m. Rollins – They are more than welcome to bring someone from the outside. We are not focusing it as a public event.
- n. Robertson - Has it been advertised at the Lighthouse Commons?
- o. Duda – It will be. Also, Jodie Hahn is going to post it on Facebook as an invite only.
- p. Angstrom – Where will this be held?
- q. Rollins – In U-102
- r. Harrel – Nice work.

V. Further Acknowledgments

- a. Rollins – Kudos also to Donnalee Washburn for doing the Smart Board training. There were faculty and students. Another very successful training session. Learned some great tricks in the class. People there were

interested in doing 4-6 week training with her. It's nice having students and faculty learning together. Wanted to see if others thought it was a good idea and to see if there could be a stipend for Washburn as well.

- b. Harrel – Absolutely.
- c. Robertson – Would we want to run it through the TLC or just the School of Ed?
- d. Rollins – There are a lot that want it in the SOE. Just focus on Education. Too much a diverse group if we run it through the TLC. People were interested in either evenings or Saturday.
- e. Robertson – Maybe Mentor Teachers or graduates as well.
- f. Rollins - This could go back to our original vision of a Co-op.
- g. Robertson - Registering with Lee County School District.
- h. Harrel – If we did a consultant, Washburn would have to have a good syllabus or proposal for it.
- i. Rollins – Will talk to Washburn and set something up so we can get this started for mid-January 2013. This will give us time to put a syllabus together.
- j. Duda – Who would my contact be?
- k. Harrel – Will find out.
- l. Rollins – Is there support for it? Is anyone against it? There were 15 present for the class.

VI. Recruiting/Reputation

- a. Rollins – Have been concerned since we had our first orientation for Spring and only one student was present. There were some processes in the Baccalaureate office that were not happening but now things seem to be on track. There are now seven admitted for Spring. We are still way below where we need to be. A couple issues: When we lost the Baccalaureate Specialist, one of the things that she used to do was follow up with the students to make sure they were doing what they needed to do with the GK test, remind them of workshops, and gave that personal touch. The vacant positions have been frozen. Are not going to hire for those two positions. Have offered support from our group to make calls, etc. if necessary. We are committed as a unit to being successful. Have been working with Kathie Di Lascio in the Registrar's Office on graduation applications and ensuring that all information is correct. There is a Geology course that has several students who want to come in to our Middle Grades Science program, other students are telling them not to

come here (Edison), they (SOE) does not have their act together, etc. Stuff that has not been heard before. Not sure where it generated. We need someone who can touch base with the Geology professor and see if we can go in for five minutes and talk up the program. It would be a good recruiting place to start. I realize that we don't have a lot of time, but if we do not get students, then we will not have jobs.

- b. Duda – Propper and I can take that on.
- c. Robertson – I am at 100% employment with the Math.
- d. Rollins – We are close with the ELED as well. At around 88%.
- e. Harrel – Will work with Morgenstern on this as well.
- f. Duda – I am more than willing as I know Propper is as well, to get our in to the high schools for Career days.
- g. Robertson – I agree. Go to one of their Future Educators meetings.
- h. Rollins – At our next meeting we can talking about recruiting for the Spring. Worried about whether we will have a Cohort for this Spring. Will need 25. If numbers so not go up, we will not be able to justify the number of faculty and staff we currently have. Duda and Propper, please locate the Geology class, talk with the professor, get five minutes at the beginning and or the end of his class and talk about our Middle Grades Science Program. Let them know how to apply. Sooner rather than later because they will have to take the GK, etc. We must get the students enthused about going in to education. Please promote in your classes. Give them a link to the on line application which is on the ESC home page /Registration.
- i. Harrel – Can we also arrange to have a table in front of the Cafeteria to promote the SOE? Maybe, Duda, Propper, KDE students? Students to volunteer to man the tables from 11-1 one day a week until the end of the semester. Maybe some give aways. Starting next week have a table there. Contact Teprovich for permission to set up a table.
- j. Robertson – Maybe do in conjunction when there is free food, etc.
- k. Rollins – Maybe rotate the days for M-W-F classes and also T-R classes. By Fall 2013, we need to be back up in the 60-80 admitted range. It will have to be a group effort to make this happen.
- l. Angstrom – We need to have more exposure on the Collier and Charlotte campuses. Had students choose FGCU over Edison because they felt the communication was not very good from this department. I would be happy to set up a table at either campus. Maybe we should cancel classes one day and come together to be able to do some of this recruiting.

- m. Rollins – Use your office hours. It's totally OK to use your office hours for recruiting.
- n. Angstrom – Could you send us a list of the current EDF 2005 schedule?
- o. Robertson – I need to know the Math department schedules.
- p. Rollins – Not as worried about the classes the full time people are teaching, it's the part time and adjuncts.
- q. Angstrom – They needs to see our faces. Someone who is full time in the department and can answer the questions they have.
- r. Robertson – I agree. Adjuncts do not have all the answers students need.
- s. Harrel – Get a student to go with you. The students tell the story. If you get a student that is a strong student, they can tell what they have enjoyed about the program. That speaks volumes.
- t. Angstrom – Do a video of some students' testimonies
- u. Rollins - New pictures in a slide show with music.
- v. Harrel – Next meeting invite Amber McCown. We will ask her to develop a strong plan in addition to what we are doing. Please bring with you your ideas, pictures, videos, list of things you would like done, with time frames, names of students you want in the videos. Be very specific and I will talk to Dr. Watjen, ask for his help on this. We have students, time frames, etc. We can get Morgenstern on board. We can make up a cohesive plan of action. It's imperative we do the visits to Collier and Charlotte. Maybe some Charlotte students would man a table.
- w. Rollins – I have been to Charlotte and will also go to Collier. It needs to be done. For Spring we need to focus on high schools.
- x. Miley – I think the communication and the initial outreach is important. Have been fielding phone calls on a weekly basis because the students are saying there is no information out there, professor are telling me they do not have a clue what is going on. I know it's out there , we are doing what we need to do, but it's not getting to the next level.
- y. Angstrom – Professors at Collier are telling students to go to FGCU.
- z. Rollins – We have spoken to Academic Advising and now that Rubin (former adjunct for SOE) is working there, she will have a handle on what is going on in the program and will pick up the phone and call if there are questions and get the right answers. We need an advisor that is pro Edison. Rubin is doing a good job. I have given her lots of ideas. Short emergency is in affect for now.

VII. Syllabi for Spring

- a. Rollins – Spring schedule is pretty much posted. One or two slots that still need to be filled. Syllabi to the point person by November 30, 2012. Then forward to me by December 7, 2012. Would like to get them approved before the break. They can then be posted. Will be sending an e-mail to everyone about these dates. Things to be checking for is the calendar, the schedule, and book information. No test hook changes for the Spring.
- b. Rollins – Passed around the draft org chart for the SOE. Rollins left 9:33 a.m.

VIII. Organizational Chart Continued....

- a. Harrel – I have been filled in about some of the discussion that have taken place. I am here to answer questions. I have thoughts I want to share. Any initial thoughts you have about the org structure? Do you want to list by programs? By full time faculty? When we look at some of the other org charts, most of them have Dean, Associate Dean. Do you want to list it by program rather than people?
- b. Robertson – Where do you mean ‘list it by program’?
- c. Harrel – Do one by program instead of where it says full time faculty. It looks like we are all one program. So, do you want to list ELED, MGLA, SEDB, SEDM, MGMATH, MGSCI, Early Childhood?
- d. Robertson – List all 6 programs?
- e. Harrel – Or do you want BS, Middle, and Secondary programs? Then eventually when you grow in 3-5 years, will we need a chair for middle and secondary, for elementary, Early Childhood? Maybe we don’t grow. Do you want to set it up so that it’s by programs?
- f. Robertson – So have six lines across with all the programs?
- g. Harrel – It can be done that way. Or just list Elementary, Secondary programs, Early Childhood.....
- h. Schaeffer – Early Childhood lower division.
- i. Harrel – I don’t think we need to be limited anymore by the lower and upper division. What we need to do is look academically like an academy and how does it fit together.
- j. Duda – Just eliminate some of the boxes.
- k. Harrel – Just think about if we expand and grow in a few years.
- l. Robertson – Faculty would include full and part time faculty.
- m. Miley – It just all rolls up in to one whether full time or part time.

- n. Harrel – How does our department function as an academic unit? Do you want Early Childhood and Elementary together? Or Early Childhood by itself?
- o. Schaeffer – It makes perfect sense for Early Childhood to be with Elementary because Early Childhood goes up to grade 3.
- p. Angstrom – Are they certified in the same way?
- q. Schaeffer - They get the elementary and go back and test for the certification.
- r. Angstrom - I guess it depends on who the audience is for this org chart.
- s. Harrel – This is the org chart that gets posted. The internal one we can show all the people and all the players. But for what we’re going to turn in to SACS for 3.2.8. When you look at the org chart you do not necessarily want people in you want the departments and programs for the unit.
- t. Angstrom – I would make sure the individual programs are represented.
- u. Propper – Do you see a need in organizing the Math as separate from the Science?
- v. Robertson – If you are listing it for the public to see, then yes because it brings more attention to them. But if you’re doing it for the organization of the department, there is not enough people. They need to be listed as Middle/Secondary for that purpose.
- w. Harrel – When we do the org chart, what we will probably put on our web site would be the topical because people will not be coming to the org chart to look for programs of study.
- x. Robertson – Then I think it’s fine with Secondary.
- y. Harrel – So when we have the 27 page org chart, it’s going to be Dean and the Divisions – departments within a unit. For our purposes, how we function is the kind of org chart that will be developed. My only other thought, the Director of Field Experience and the Coordinator of Assessment and Student Success report directly to the Dean instead of the Department Chair. Eventually I would love to see a grant pick up Director of Field Experience and Community Outreach. Director of Field Experience and bringing in Civic Engagement. However you plan to expand that office, is it best suited under a department chair, if the department chair simply focuses on academics. I almost feel it’s a better fit having those two positions in line with the department chair rather than below. We want to reflect a department with divisions. Any thoughts?

- z. Everyone agrees that it should be the way Harrel is describing.
- aa. Duda – Last meeting we were just discussing department chair as oppose to Associate Dean and the differences between the two. I see Rollins doing much more than the normal department chair.
- bb. Robertson – In some Colleges, Associate Deans rotate.
- cc. Harrel – In the new department chair model their duties are much more administrative, they will be compensated differently, it will be an eleven month contract. The healthiest models are ones where the chairs rotate every year, every three years, etc. Then we have a shared governance. We are in jeopardy due to budget cuts and low enrollments. There is no option of an Associate Dean right now.
- dd. Angstrom left at 9:55 a.m.
- ee. Harrel – Any thoughts before we adjourn?
- ff. Angstrom - All the programs need to be represented on the org chart.
- gg. Harrel – We can list the programs underneath. We want to look at we can expand. We need to get grants so it looks like we are contributing back to the College. If there are grants out there, we need to be pursuing those. Antranette Pierre is the Grants Specialist for the College. Be sure to use Miley and Polce for these kind of assignments. Let's vote to leave the structure as it is or to make the changes we talked about today. All voted to make the changes.

IX. Meeting adjourned at 10:00 a.m.

11/01/2012 vp