



August 22nd, 2016

1:30pm

Faculty Meeting Minutes

Present: Dr. Anne Angstrom, Prof. JoAnne Devine, Meg Just, David Koehler, Dr. Julia Kroeker, Rachel Malone, Dr. Larry Miller, Dr. Regina Miller, Dr. Mary Robertson, Dr. Joyce Rollins, Dr. Caroline Seefchak

- William Shuluk, Head Librarian (or representative)
 - Library staff willing to meet with students (either in class or in the library)
 - Available on the Collier campus, on Saturdays and can be contacted by phone
 - Taking suggestions for books and resource materials:
 - New GKT prep book from Edge Consulting could be added to the library
 - More information may be available on the weekly memos
- Dr. Joe van Gaalen, Learning Assessment Committee results for SoE
 - Followed two courses: Fall 2015 and Spring 2016; courses were EDF2005 and EDF2085.
 - Two types of assessments
 - 1. Assessment of the tool itself
 - Looking at three different components of a multiple choice style question:
 - 1. Difficulty
 - 2. Item Discrimination
 - 3. PVI
 - 2. Assessment of the achievement
 - Everything can be found on the assessment webpage: go to the home page, scroll down and click on faculty and staff services. Assessment office will come up first on the left hand column.
 - Assessments about 25 page each
- Meg Just, Effectiveness and Program Review
 - Site Visit
 - Educator Preparation Practice Meeting, Thursday, September 8th
 - Digital Record Keeping
 - Scanning and shredding original copies will begin shortly.
 - If you have a scanned copy, ITS becomes in charge of retaining it and the paper copy can then be shredded
 - Will request viewing access for faculty
 - Will continue to keep physical, paper records for current students

- Academic records are filed into banner; conduct records are filled away with paper records
 - PowerPoints and slides can be sent out
 - Enrollment
 - Overall SoE enrollment is up by 10%.
 - Over 100 full time equivalent students
 - 37 students admitted for fall 2016, 32 students registered.
 - 7 students admitted over the summer = 39 students, and more coming in, and appeals (can admit 10% = 4).
 - GKT prep course may have helped
 - ELA program, applicants increased by 5, stopped admitting last spring to heighten drive for a single fall course, not enough to run a program; recommended to Provost to close that program, and they have advanced the recommendation to the curriculum committee.
 - A/S Early Childhood Education Program
 - Courses now available online
 - Enrollment up 40%; average class size increased from 16 to approximately 26
 - Teach Scholarship Program for A/S in ECEP Students
 - State pays 80% of tuition for any student who also works in ECE center, who then pays the other 20%
 - GKT Prep Course Updates
 - 33 students participated in the course
 - 8 have taken the GKT, 5/6 have passed
 - Volunteers needed to offer the course again this fall at no charge and to submit experimental course application to curriculum committee in Fall 2016 to get the course on the books for Spring 2017
 - Course will count towards spring load
 - Recommendation: Pearson website was not helpful to the students/course, and no longer needs to be used
 - Student Advising
 - David Koehler will be charged with recruiting, supporting admissions, and hosting student orientations for the elementary education program.
 - Rachel Malone will be responsible for advising our BS students after courses begin in fall.
 - Liz Perdomo will be responsible for recruiting and advising our AS in ECE students, with support and oversight from David.
 - Program will be closed and reopened as a 60 credit hour program. Currently going through the committee; paperwork will be due on September 2nd.
 - Budget Requests and Priorities

- FACTE 10/6 – 10/7 at Bethune Cookman
 - Priority attendance for BS coordinators and key staff
- AACTE in Tampa – February
 - Priority to faculty with accepted presentations
- To apply for funding for other activities, purchases or programs submit email to David Koehler with
 - 1. amount of funding requested
 - 2. description of request
 - 3. Timeline of planned purchase
 - First come, first serve basis
- To apply for travel funds submit to David Koehler
 - 1. Travel authorization form with cost estimates
 - 2. A copy of the conference program, indicate role in conference
 - 3. A brief narrative on how SoE students will benefit from your attendance (short paragraph; 3-4 sentences)
 - 4. A copy of your application for college travel funds
- Budget committee (Dean and Program Coordinators) will meet on September 12th to review requests.
 - Will be discussing the distribution of resources
 - Budget is much tighter this year; less fundable dollars available
- Priority given to budget requests
 - 1. Strategic initiatives
 - 2. Faculty presenting at conferences relevant to the program they teach in
 - 3. Faculty who have not traveled recently
- Faculty Committee and Service Commitments for 2016 – 2017
 - Committee spreadsheet will be sent out
 - Should be serving on one committee each in addition to SoE committee
 - Could possibly implement a rotating committee system
- Notable Administrative Changes and Due Dates at the College
 - Curriculum changes must be submitted by November to make changes for the subsequent academic year
 - Michelle Fanslau is the master scheduler
 - Spring ARC applications are due on November 1st, 2016
 - Schedules will be due sooner (Spring schedule is due mid-September)
 - Registration will also be open sooner
 - All faculty and staff who travel for the college, including site visits to schools, must have an open TA form to be covered under our insurance
- Field Experience Updates
 - See handouts
- Faculty Meetings

- Faculty only meetings will be held once a month (around 12:45pm to 1:45pm or 1:00pm to 2:00pm)
- Staff and coordinator meeting will be held once a month
- Task Items
 - Dr. Anne Angstrom, Dr. Joyce Rollins and Dr. Kelly Roy will pick dates for next faculty meeting
 - Communicate schedule for this semester
 - Meg Just – Send out slides and PowerPoints to faculty from effectiveness and programming review