



September 19<sup>th</sup>, 2016

12:30pm

FSW SOE Staff & Coordinators

Staff: Dr. Anne Angstrom, Kristin Corkhill, Kathie DiLascio, Megan Just, Rachel Malone, Dr. Larry Miller, Dr. Joyce Rollins & Dr. Kelly Roy

- Staff Training
  - New advising model requires those to be trained as an advisor in order to be held accountable to your student's performance
  - David Koehler and Liz Perdomo are undergoing staff training
  - Advising offices may hire their own advisor next year for SOE working through the advising office
  - Some of David's operational responsibilities will be transferred to Kathie as David will be advising B.S. students half time or more.
  - Liz will be advising the ECE program full time and will be continuing to work with field experience placement for ECE students
  - Rachel working with IRP administration, though it will eventually loop back into David
- Enrollment
  - SOE up 11.9% in FTE, up 15% in overall headcount
    - Does not include alternative certification students, which is up by 10-15%
  - Dual enrollment has increased 9.9% FTE
    - Overall college enrollment has increased by 5.6%, over half of the increase was made up by dual enrollment
- Staff Check-Ins & Updates
  - Meg Just
    - Digital record keeping process is beginning
    - Document changes for successful site review
    - EI prep due date: October 15<sup>th</sup>
    - Send any technology tickets to Meg
      - CPUs – Julia Kroker, loop back with Michael Del Duca
  - Dr. Anne Angstrom
    - Paperwork for closing secondary programs has been completed and submitted to the curriculum committee for approval
      - Updates should be made to the website by December 1<sup>st</sup> regarding these programs pending BOT approval
  - Kathie DiLascio
    - Website updates have been made to the staff and faculty pages
    - Online service learning opportunities have been updated

- Will be working with Meg to update the Dean's Report; will be made into a brochure
  - All dual enrollment paperwork has been scanned into their files
- Kristin Corkhill
  - FSW Collegiate Institute Plan – Fall 2017
    - Clewiston Collegiate High School
      - Possibly future sites may include Moore Haven, Lemon Bay, Immokalee, East Lee, and schools in isolated areas or with limited resources
      - Could possibly expand to five sites
      - Possible sister university in China
  - Currently working on accreditation with NACEP and SACSCOC
  - FGCU uses full-time AICE program through Cambridge
  - Work on getting larger budget for 'swag' merchandise to build culture amongst DE faculty
- Rachel Malone
  - OPOs last year – created procedural manual for field experience
  - Implemented observation days with a focus on efforts based on student feedback of certain sites.
    - Limiting number of sites and will have students correspond with Rachel directly – hoping to improve the overall experience.
  - Development of a professional development partnership with Lee County School Districts
    - Members of steering committee finalized; setting a date for first meeting
      - Cape Elementary and River Hall Elementary on steering committee
    - New practicum teacher evaluation
      - Developed in Qualtrics
      - Distributed to practicum mentors
      - Hopes to provide more targeted feedback
- Dr. Larry Miller
  - Advisory Committee needed for each program
    - Interested in comingling committees
      - Could invite Collier, and set appointments with smaller sites
      - Would host twice a year
  - Make sure students are properly accepting their aid packages
  - Kathie – review digital transcript process and work on website updates
- Dr. Kelly Roy
  - Curriculum committee – submitted application to close 63 hour program in favor of 60 hour program
  - Curriculum committee will be making syllabi course changes to section 4

- 5 or 6 classes left to be added online, should be online by Spring
      - 3 have been recently completed
    - SLOs; student success expected to be at 80% for most programs
  - Dr. Joyce Rollins
    - SLOs will focus on ESOL endorsement
    - All 5 courses that alternative certification students need should be online by spring
    - Are piloting FYE 1515 course with educational focus, including GKT Prep, service learning, etc.
    - Piloting interactive notebooks with content
      - Proved to help students with science content in spring; pass rate rose from approximately 30% to 80%.
      - Will be focusing in interactive notebooks for language arts and social studies this fall
      - Currently writing an ARC grant in order to formalize the process
- Monday Memo
  - Will be sent out once a month on the last Monday of the month
    - Other Mondays, faculty and staff may just receive a bulleted list, rather than a memo
  - Submissions should be sent in by Monday at noon at the latest, but preferred on Friday
  - Will create a schedule for future months
  - Are hoping to have a section from each office
- Uniform Policy
  - Working on implementing a uniform policy for teacher candidates; Rachel will take the lead on the draft
    - May include SOE polo or collared shirt
    - Can check in with health professions program's uniform policy
    - Have sent out a survey for feedback
    - Will need to work on district uniforms vs SOE uniforms
- Reunion
  - November 6<sup>th</sup>
    - Can give away basketball tickets
    - Door prizes, raffles, etc.
  - Are looking into hosting a teacher night during basketball season; would give teachers in the area free admissions
- Expanding B.S. program offerings
  - St. Pete college has identified as a center for excellence in education
    - Planning a site visit in spring
    - Offer a B.S. in interdisciplinary education
      - Does not require GKT pass, and only a 2.0 GPA
    - Program could help students left behind because of GKT exam

- ECE Cost Study
  - Volunteers needed on January 6<sup>th</sup>
    - Will facilitate walking tours, etc.
    - All donors are new to the college
  - Working with Teresa Araque on marketing
    - Creating gift bags, and ECE videos