

Faculty and Staff Meeting
School of Education
September 28, 2015
12:00 pm

In attendance: Dr. Anne Angstrom, Kristin Corkhill, Professor JoAnne Devine, Dr. Julia Kroeker, Rachel Malone, Dean Larry Miller, Dr. Regina Miller, Professor Mary Robertson, Professor Joyce Rollins, and Dr. Caroline Seefchak

Guest: Dr. Jeff Stewart, Vice President of Research, Technology, and Accountability

Dr. Stewart Announcements; Five key functions of Division

1. *Institutional Research* processes data requests, media requests, open records requests, Fact Book and Student Assessment
2. *Institutional Effectiveness* oversees planning, reporting and Sponsored Programs (ARC Grants) with Dr. Hibbard and Stella Egan
3. *Athletics* are new on campus, but the expectation for students is the same as the regular student population.
4. *Title IX* refers to sexual assault and violence. Jana Sabo is the Title IX Coordinator and Equity Officer. The department is putting a focus on training.
5. *IT* has a new “faculty refresh plan” where every 4 years new equipment is issued to faculty and staff. The priority in the department is proactive communication.

Agenda

I. Approve Minutes

- a. Minutes for August Faculty meeting approved
- b. Minutes for September 14th faculty meeting approved

II. SOE Reorganization

- a. Dean Miller announced the reorganization and restructuring of the SOE. The Director of Education Assessment and Research position is being redesigned. The position will now be a “Senior Research Analyst” with a focus on serving the entire SOE including Teacher Prep, Charter Schools, Dual Enrollment, future ECE and Human Services. A search is currently underway for the position.
- b. The Staff Assistant position has been eliminated and reclassified into a “Student Success and Operations Specialist.” This position will provide administrative support to the department as well as coordinate the activities related to student success and retention. The job will be posted.
- c. In the interim for the position being hired, travel reimbursements will be held for the month and Kristin Corkhill will update the Spring Schedule in Banner.
- d. An offer of employment for a Dual Enrollment Specialist has been extended. Potential start date of 10/16/2015.
- e. Sarah Temple has begun working as a student assistant with the SOE to perform administrative tasks.

- f. The weekly Monday Memo will be expanded to include a message from the Dean, Field Experiences, Dual Enrollment, and Charter Schools.

III. Math and Science Programs

- a. The programs are being phased out. Beginning with the Spring 2016 semester, no new candidates will be enrolled. Admissions and Advisement have been made aware.
- b. Currently enrolled students will have a teach-out plan developed.
- c. Formal announcement to the students is pending.

IV. Collier Service Learning

- a. Student raised a concern that there are limited options for service learning.
- b. Discussion to inform students of current and future opportunities.

V. QEP

- a. Dean Miller will represent the SOE in Cornerstone classes.
- b. Professor Robertson and Dr. Seefchak serving on QEP committees.
- c. Reminder to faculty to become Canvas certified.

VI. Compliance Assist

- a. To be distributed to SOE faculty electronically

VII. New Policy for Field Experiences in lower division courses

- a. Rachel Malone discussed the school district concerns regarding student professionalism when interacting with school faculty and staff and in the classroom.
- b. Beginning spring, lower division courses will perform observations as a group, partnering with specific Professional Development schools.
- c. Students, accompanied by SOE faculty will attend two, 7.5 hour observation sessions on Fridays.
- d. Up for review and revision are the 5/5/5 observation hour requirements and the assignments associated with the observation logs.
- e. For those students out of district or with conflicting schedules, an appeal process will be initiated through professor in coordination with Rachel Malone to arrange observations.

VIII. Additional Comments

- a. Professor Rollins will be circulating a card and collecting for a going away present for Debbie McAuley.
- b. Dr. Seefchak reminded faculty that the ARC grant deadline is October 9, 2015. The committee's goal is to disperse \$50,000.
- c. Dr. Seefchak made a request that the SOE faculty be represented in the Learning Assessment newsletter.
- d. Professor Devine announced the NISOD nominations will be distributed electronically.
- e. Rachel Malone reminded faculty of upcoming due dates for Field Experiences regarding Midterm Evaluations, the new Foundations Midterm Evaluation, and Spring applications for Field Experience placements. Foundation and practicum applications no longer allow students to select school preference, only geographical preference. Final Interns can identify school preference.