

FSW School of Education Faculty Meeting
August 15, 2017
Minutes

Present: Joyce Rollins, Julia Kroeker, Caroline Seefchak, Kelly Roy, Megan Just, Anne Angstrom, David Koehler, Elizabeth Perdomo, Regina Miller, Larry Miller, Kathie DiLascio

Excused: Joanne Devine, Amanda Sterk

- I. Syllabi
 - a. Ensure there is a meaningful learning activity during finals week. Examples: exam, meet with students, etc.
 - b. Due to Kathie DiLascio by 8/21/17. All syllabi received will be put into the Syllabi folder on the M-drive.

- II. Cancellation and class swap notifications: When canceling or swapping a class, please be sure to notify Larry and Kathie and your Chair or Coordinator.

- III. Office Hours: CNA 8.1.2 was distributed and discussed. Office Hours should be proportional (day/eveing, online/ground) and per the revised COP, they should be distributed across the five-day work week (handout #1).

- IV. Tutor.com: FSW is making this online tutoring tool available to all students: four hours per student per class. Monica Moore in Academic Support is the contact person. Please make sure this is included in your syllabus.

- V. Faculty Evaluations: handout distributed with Evaluation/Portfolio Timeline that includes key dates for comprehensive review, annual review, continuing contract faculty (handout #2).

- VI. Deans and Chairs Retreat: August 8-9, 2017. Larry reported on the Disc Assessment the participants did at the retreat (handout #3).

- VII. Faculty Mentors: Joyce Rollins reported that 2 DE mentors, 3 adjunct mentors and 4 adjunct mentors for ECE are needed. DE adjuncts need mentors each year. The compensation is \$200/year and no mileage to observe once. Adjunct mentors are compensated \$150. She asked for volunteers to be a mentor. The following agreed to mentor:
 - a. Julia Kroeker: 1 ECE
 - b. Caroline Seefchak: 1 DE
 - c. Anne Angstrom: 1 DE and 1 regular
 - d. Regina Miller: 1 regular
 - e. Kelly Roy: 2 ECE
 - f. Joyce Rollins: 1 regular

- VIII. Enrollment Trends: Larry reported the enrollment is trending down 7-8%. This is due to less advising and moving advising to the School with students changing their majors from AS to AA. David Koehler reported that currently the Fall 2017 ELED cohort is at 37 plus appeals. Larry reported DE enrollment is up 8-10%.
- IX. Faculty Meeting, August 16, 2017, 5:00 p.m. Larry asked that all faculty and staff be available to attend this meeting that will include all adjunct faculty.
- X. Budget Processes: Larry reported our budgets have been cut 15% this year. We will still run the GKT Prep Course in Fall and Summer A. He asked to use discretion when requesting monies. Please submit travel requests through your Chair or Coordinator by 8/22/17.
- XI. FLDOE Site Visit:
- a. Site visit will take place in either February or March 2018.
 - b. Larry thanked Joyce, Caroline and Regina for their work this summer in preparation for the visit.
 - c. Please follow all policies and procedures.
 - d. Joyce will send out disposition assessment form, counseling procedures and attendance contract to be included in all syllabi. Joyce stressed the importance of following the same procedures and guidelines across all SoE Programs.
 - e. Recency of Experience: handout from Joyce explaining what the committee is working on. This should be done by semester (handout #4).
- XII. SibMe: a video coaching tool students will purchase for one year when they are in their second practicum. Internship instructors can observe and type critique that syncs with the video and uploaded to the site where students see comments. Joyce asked for innovative ways to use SibMe. The cost is \$120 per year. There is a 3-hour webinar for faculty to learn how to use and tutorials and webinars for students as well.
- XIII. Learning Assessment Committee: will assess research and investigate general education competencies this year.
- a. New selection process: random, not voluntary to submit artifacts:
 - i. Research EDE 4220, EDE 4304C, EDF 2005, EDG 3410
 - ii. Investigate ESE 4323

The meeting was adjourned at 3:10 p.m.

authorization from the immediate supervisor. Every effort shall be made to limit contractually-mandatory meetings during a full-term semester final exam week.

E. Faculty members shall participate in College and educational committees, both standing and/or ad hoc.

F. Faculty members shall participate in a College-approved faculty evaluation process that includes continuous improvement in teaching and instruction, professional development, and college service.

8.1.1 Contract Length

A. The basic contract for teaching faculty employment will be one-hundred sixty-six (166) days, each such individual contract period to cover Fall and Spring semesters. A teaching contract of a different length or in a Fall/Summer or Spring/Summer format from that specified in this section may be offered at the option of the College to a faculty member in terms of specific program needs, and accepted at the discretion of the faculty member. Faculty hired under a different length or in a Fall/Summer or Spring/Summer contract do not have the discretion to change those conditions of employment.

B. Because of the unique nature of certain courses and/or programs or for reasons of approved leave, a faculty member may be hired for or request to complete his/her nine-month instructional hours requirement in a different time frame and/or in a different format. This may include faculty who complete the required 166 duty days and instruction hours in a Fall/Summer or Spring/Summer format. Faculty may request from the Academic Dean/Supervising Administrator a one year change to their usual instructional format in cases of health concerns or educational advancement. In cases of an approved one year change in instructional format, the faculty member will return to his/her usual format the following academic year.

C. Faculty members are responsible for a minimum of thirty (30) instructional hours per ninemonth contract period. The faculty member will normally be assigned a load of fifteen (15) instructional hours as a base load for each of the two semesters of the contract year.

8.1.2 Office Hours

A. Full-time faculty are required to schedule a minimum of ten (10) hours per week of office hours, during Fall and Spring semesters. Office hours will be posted on or adjacent to faculty office doors by means of a "Class and Office Hours Schedule." Additional office hours beyond the required ten (10) hours may be scheduled and students may also be seen by appointment.

B. In order to accommodate online student needs, a faculty member may keep office hours in proportion to his/her teaching load. That is, teaching 15 online hours as base load equals up to 5 online office hours, 12 online hours as base load equals up to 4 online office hours, 6 or less teaching hours as base load equals up to 3 online office hours.

handout #1
8/15/17

2017-2018 Faculty Evaluation/Portfolio Timeline

8/1/2017	Faculty Evaluation Status email to Deans, Coordinators, Chairs, Program Directors.	Human Resources
8/1/2017	Email communication to faculty up for initial granting of continuing contract regarding portfolio status and dates for completion.	Provost's Office, Deans, Chairs
8/17/2017 10:00 – 11:30	Duty Days Workshops Scheduled for Faculty on Portfolio Process; departments will need to create subcommittees in the first departmental meeting; these subcommittees need to be finalized by September 15th. *	Faculty (all)
8/30/2017- 9/15/2017	Conferences held for all New Faculty, Annual Faculty (years 2 – 4) and Continuing Contract Faculty Undergoing Comprehensive Review, and Continuing Contract Faculty; these conferences are voluntary for all groups except New Faculty.	Deans/Faculty
8/30/2017	A Continuing Contract Ad Hoc Committee needs to be formed as per 10.2.5 of the CNA; the membership is from Continuing Contract Faculty only; a Chair for this committee will be nominated and only Continuing Contract Faculty will vote. This elected Chair meets with Dr. Stewart September 1 st to review eligibility of candidates up for continuing contract.**	Faculty Senate
9/15/2017	Subcommittees need to be finalized at the departmental level; the names shall be sent to the Continuing Contract Committee Chair. Training sessions will be held for the subcommittees through the TLC in September.	Departments
9/29/2017	All faculty up for initial granting of continuing contract need to submit portfolio electronically by September 29.	Faculty
10/20/2017	Deans/Supervisors must submit a letter of support or non-support and upload to the respective faculty member's online portfolio.	Supervisors
11/17/2017	Subcommittees must meet with the candidate for an interview, review credentials, record the interview, and submit a recommendation to the Continuing Contract Review Committee Chair. [A template will be provided.]	Subcommittees/Faculty
9/28/2017- 10/7/2017	SOS Instrument Electronic Window Open for Student Evaluation of Instruction (term A only)	Academic Assessment
11/21/2017- 11/30/2017	SOS Instrument Electronic Window Open for Student Evaluation of Instruction (terms B,C,D)	Academic Assessment
12/20/2017	SOS Data Available to Faculty	Academic Assessment
1/16/2018	Fall Student Success Data Available for Faculty/Deans	Institutional Research

*handout #2
8/15/17*

Working Effectively with the "D" style

When Trying to Connect

- Make efficient use of time
- Focus on the topic at hand and avoid going off on tangents
- Expect candor

When Problems Need to Be Solved

- Be aware that they respond well to bold or daring ideas
- Avoid suggesting unrealistically positive scenarios
- Focus on the big picture and avoid overanalysis

When Things Get Tense

- Address issues quickly and directly
- Resist the urge to give in to their demands just to regain harmony
- Avoid taking bluntness personally

Working Effectively with the "C" style

When Trying to Connect

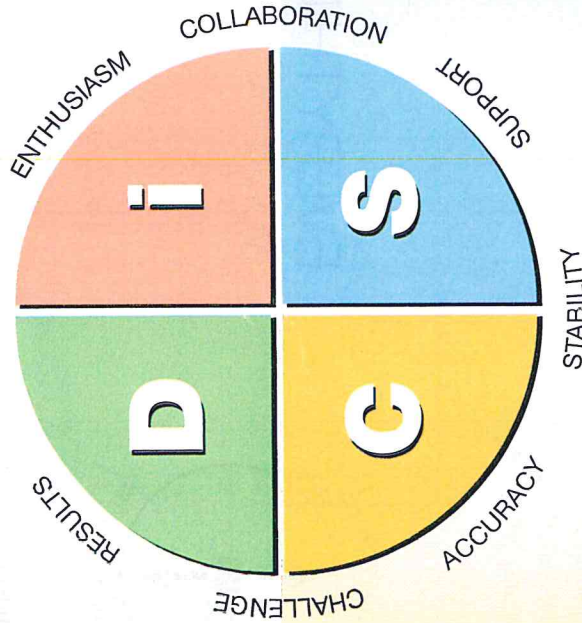
- Talk to them about the objective, fact-based aspects of ideas and projects
- Avoid pressuring them for an immediate decision
- Expect skepticism

When Problems Need to Be Solved

- Allow them time for careful analysis
- Show appreciation for their logic
- Don't let them get bogged down in the details

When Things Get Tense

- Support your opinions with logic and facts
- Give them space to process the situation before confronting the issues
- Avoid using forceful or emotional tactics



Working Effectively with the "i" style

When Trying to Connect

- Be open to collaboration
- Recognize the value of their energy and enthusiasm
- Find ways to recognize them so they feel well-liked and appreciated

When Problems Need to Be Solved

- Remain optimistic while considering all potential issues
- Show them that you're open to creative solutions
- Expect spontaneity

When Things Get Tense

- Avoid personal attacks that could escalate the conflict
- Acknowledge the importance of their feelings
- Let them know that your relationship is still solid despite your differences

Working Effectively with the "S" style

When Trying to Connect

- Show warmth and concern for their feelings
- Offer your point of view, but take an easygoing approach
- Work collaboratively with them

When Problems Need to Be Solved

- Respect their cautious pace
- Consider other people's feelings when making decisions
- Set a timeline that fits everyone's needs

When Things Get Tense

- Address the situation directly without being confrontational
- Avoid forceful tactics or dismissing the conflict completely
- Show that you sincerely care about resolving the issues

handout # 3
8/15/17

Handout #3
8/15/17

WILEY

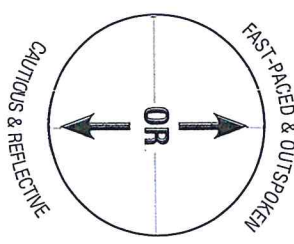
INTERACTION GUIDE



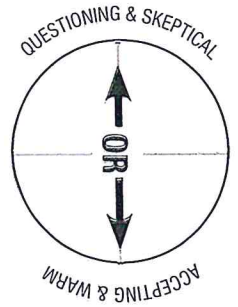
PEOPLE READING

Think about someone you work with.

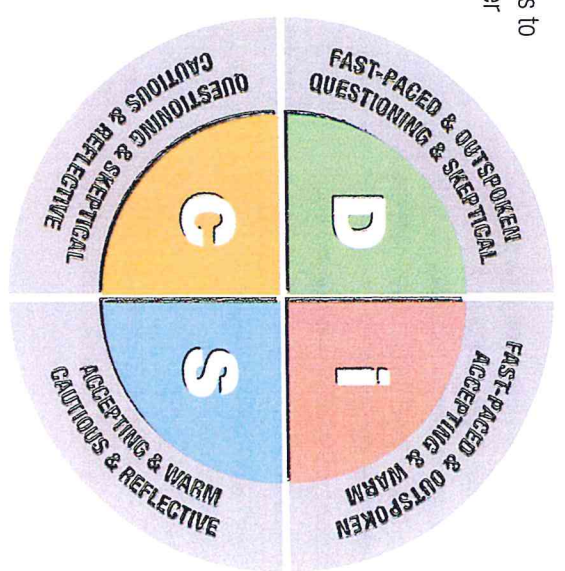
1 Consider whether this person tends to be more:



2 Then, consider whether this person also tends to be more:



3 Now, combine this person's tendencies to determine his or her DiSC® style.



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Recency of Experience – Requirements FSW School of Education

If you are teaching a Foundations Course – you must have 15 points each academic year

If you are teaching a Practicum Course – you must have 30 points each academic year

If you are supervising Interns – you must have 60 points each academic year

Activities in K-12 classrooms

Documentation – pictures, sign in log from office

15 point activities

Spend ½ day in a classroom running a center

Spend ½ day in a classroom working one on one with a student(s)

30 point activities

Co-teach a whole class lesson

Spend a whole day in a classroom assisting a teacher

Do by semester

handout #4
8/15/17