



School of Education Department Meeting

Wednesday, November 08, 2017

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

- I. Self-Study Preparation: Joyce Rollins
 - a. Joyce reported a required self-study with four judgement areas will be submitted no later than 60 days before the site visit the week of March 26, 2018. A complete assessment of Judgement Area #2 was explained. Faculty and staff need to review all four areas by 9:00 a.m. on November 13, 2017.
 - b. The self-study is limited to 8-10 pages. Contributors are asked to be direct and concise.

- II. Self-Study Narrative: Meg Just
 - a. Meg Just distributed a handouts explaining the self-study processes (attachments #1 and 2).
 - b. Meg Just will analyze data received and create a draft narrative in Google Docs that everyone will add to.

- III. IPEP Report: Meg Just
 - a. Report due on November 15, 2017.
 - b. Cynthia Driskell (student assistant) has been successful in finding graduates who are working as teachers in other states. This will help in reporting retention rates.
 - c. Meg Just is working to identify the students who come into the program on waiver and the remediation plans for those students.
 - d. Meg Just sent out a survey to school administrators; she received 13 responses to date.
 - e. Data on recent graduates is needed. Information such as reflections from graduates would be very helpful. Joyce Rollins will ask Michele Propper about this and get a sample of a recent graduate survey to Meg Just.

- IV. Discussion about perspectives on race: Meg Just
 - a. The group was asked to watch the movie "Crash" at the last meeting. A two-minute clip of the movie was shown and a discussion ensued. Three faculty members revealed biases they have encountered in their classes, including racial, cultural and gender

biases. Larry Miller requested that any such concerns should be brought to his attention.

b. A movie discussion questionnaire was distributed (Handout #3).

V. Faculty Developer for diversity course: Larry Miller

a. Larry reported the college is trying to find high enrollment, high impact courses to offer students. In that effort, he is looking for nominations of faculty for development of diversity course. There is an additional \$100 stipend for developing open education resources.

b. Joyce Rollins suggested multi-designers of the course to have different perspectives.

c. Larry Miller asked for 3 faculty: one to be the lead. Joyce Rollins, Joanne Devine and Regina Miller (as a reviewer) will work on this.

VI. Student Handbook: Joyce Rollins

a. Joyce Rollins and Elizabeth Perdomo have been revising the Field Experience Handbook. She asked for revised sections from all faculty to make the handbook more comprehensive. This is also needed for state approval of our ELED Program. This is due to Joyce Rollins on December 11, 2017 so the handbook will be ready for students in January 2018.

i. Endorsement Sections:

1. Reading: Caroline Seefchak

2. ESOL: Regina Miller

ii. Certification Requirements: Anne Angstrom

1. Professional Educator's Exam

2. Elementary Education K-6

3. Applying for Certification following graduation

iii. Service Learning: Regina Miller

iv. Student Teaching Clinical Experience: Joyce Rollins & Elizabeth Perdomo

v. Disposition (complete)

1. Attendance

2. Course Participation & Critical Task Submission Policy

VII. Mentor training session: Joyce Rollins

a. Training session is today at 12:00 noon in AA-168. Joyce reported that the Lee County School District will send 50 mentor teachers. Anne Angstrom and Jim Devine will take minutes.

VIII. Reading and ESOL mini-assessments: Regina Miller & Caroline Seefchak

a. Regina Miller and Caroline Seefchak reported they will be conducting exit interviews with final interns. They will assess their knowledge on various components of the program. Regina Miller will assess language proficiency levels and Caroline Seefchak will assess reading competencies.

- IX. Thanksgiving week classes: Larry Miller reminded faculty that due to the shortened semester because of Hurricane Irma, every class counts. He asked that no classes that week be canceled, and if there are any issues that need to be addressed, to let him know as soon as possible. This directive came from the Provost's Office.
- X. Committee Updates:
- a. Kelly Roy reported on Curriculum Committee approval to add three pre-requisite courses for the ECE Program.
 - b. Kelly Roy reported on Textbook Affordability Committee. She reminded that is prohibited to sell books from publishers to book buyers. She also reported that text book adoptions are now due 75 days prior to the beginning of the semester. They are also attempting to use books with an at least three-year shelf life.
 - c. Julia Kroeker reported on Learning Assessment Committee: they are collecting assignments to score at the next meeting.
 - d. Julia Kroeker reported on the Academic Advisory Committee: events will be posted on the FSW website soon.
 - e. Joanne Devine reported on the Professional Development Committee: deadline to apply for Spring is November 10, 2017 and deadline for Summer is March 2, 2018.
 - f. Anne Angstrom reported on Academic Standards Committee: they continue to update faculty handbook and website.
 - g. Joyce Rollins reported on KDE fundraiser: Zumba Night, November 29, 2017, 7:00 p.m. in U-102. \$5.00 per person admission fee. All proceeds to go to Autism Speaks. There is also a Autism Speaks Walk on December 9, 2017 in Naples.
 - h. Caroline Seefchak report on ARC: 12 submissions received. Deadline to apply is in the Spring 2018.
- XI. Accolades: Larry Miller
- a. Congratulations to Joyce Rollins on her presentation at the Faculty Showcase.
 - b. Congratulations to Julia Kroeker and Kelly Roy on a very successful Pop-Up-Play event. Larry would like to see more participation from our ECE adjunct faculty.
 - c. Congratulations to Joanne Devine on a very successful Family Math Night.
- XII. Next meeting: December 8, 2017, 9:30 a.m. in U-202B.
- XIII. Holiday Party: will be held at the clubhouse in Reserve of Estero (Joyce's community), December 12, 2017, 4:00 p.m., partners welcome, bring a white elephant gift.

Meeting adjourned at 11:08 a.m.

/kdl