



School of Education Department Meeting

Wednesday, January 3, 2018 – 1:00 p.m.

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

The minutes of the December 8, 2017 School of Education Department Meeting: Joyce Rollins moved to approved the minutes of the November 8, 2017 School of Education Department Meeting. Joanne Devine seconded the motion. The motion carried and the minutes of the December 8, 2017 School of Education Department Meeting were approved.

- I. Spring 2018 Pinning Ceremony: U-102 has been reserved for Wednesday, May 2, 2018, 7:00 p.m. Anne Angstrom will not be able to attend. Kathie will check with Central Scheduling to see if Tuesday, May 1, 2018 is available.
- II. Assign Faculty Leaders for Race conversation: Joyce Rollins asked for three volunteers for January, February and March Department Meetings to lead the discussion on diversity/social justice conversations. The following volunteered: Kathie DiLascio – January, Elizabeth Perdomo – February, David Koehler – March.
- III. Check-In on Handbook: Joyce Rollins reported she would like the Handbook completed by next week.
 - a. The following Handbook sections have been completed: Overview, Advising, Reading, ESOL, Field Experience (including evaluations teachers need to do), D2 process (to counsel out).
 - b. Sections still outstanding: Certification piece (Anne Angstrom is working on this, Universal Lesson Plan Template was suggested by Caroline Seefchak.
 - c. Faculty will meet on January 4, 2018 at 10:00 a.m. to complete a template for lesson plan.
- IV. Baccalaureate Reports: Larry Miller reported the first Baccalaureate Reports are due on January 26, 2018. Responsibilities need to be divided. Kathie DiLascio, David Koehler and

Larry Miller will work on Crystal Reports. Also needed is number employed and starting salary. eIPEP will have this information.

- V. Syllabi Showcase: Anne Angstrom reported she and Joanne Devine met with adjunct instructors of EDF 2005 and EDF 2085.
 - a. Joanne Devine discussed adding a minimum of 5 hours for culture immersion. Students would arrange that themselves. Students would also need one full day in either elementary education or middle school that would be arranged by Joanne and Elizabeth Perdomo.
 - b. Lesson Plan discussed:
 - i. Key concepts including curriculum mapping, assessment, backwards design, etc. Lesson plans to be revamped in the future.
 - ii. Joyce Rollins suggested an object lesson.
 - iii. Kelly Roy is on AA Advisory Council, Committee: Oral Communication. She reported rubrics will be universal design. Larry asked Kelly to advocate for the School of Ed to have a faculty member on the Diversity workgroup on the Advisory Council. Kelly will talk to Don Ransford.
 - 1. Larry asked if the topic of recruitment was brought up. Joyce Rollins suggested recruitment presentation in lower division courses taught to Dual Enrollment students in concurrent sections.
 - c. Review of Syllabi: proposed to review Semester Two on January 12, 2018 and Semester Three in February. Wrap up in March 2018.
- VI. Mentor Teachers: Elizabeth Perdomo reported on the difficulty she is having getting paperwork back from mentor teachers and the possibility of a contract between FSW and each mentor teacher with specific expectations outlined. She asked faculty to send suggestions to her.
- VII. Site Visit: Michele Propper reported on her progress with the written report.
 - a. She distributed the report and asked for feedback. She plans to complete the first part by the middle of next week and then get summaries.
 - b. Needs written recruiting plan for Judgment Area One. Regina Miller, Anne Angstrom, David Koehler and Joyce Rollins will help Larry Miller with this.
 - c. Larry sent the summary report Joe VanGalen provided on program admissions to the Site Review Committee.
- VIII. Staff Updates:
 - a. David Koehler reported to date there were 85 applications with 19 admitted to ELED for Spring 2018, three submitted paperwork last night and one this morning, there are two appeals and alt certs waiting. David will visit AA classes to recruit for the ELED Program.

The meeting was adjourned at 2:20 p.m.