



School of Education Department Meeting

Wednesday, December 08, 2017

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

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

- I. Final Grades Fall 2017 semester:
  - a. Larry Miller reminded faculty that the deadline for final grades is 12:00 noon on December 12, 2017.
  - b. Attendance Appeals: Joyce Rollins asked faculty to give attention to email responses for attendance appeals that were turned in by December 7, 2017.
  
- II. Handbook Update:
  - a. Joyce Rollins reported that faculty components are due to her by the end of day on Wednesday, December 13, 2017. Please use font: Calibri 12. She thanked everyone for their participation and cooperation.
  
- III. Field Experience Placement Update:
  - a. Fall 2017 Field Experience: Elizabeth Perdomo distributed a handout (handout #1) of the Fall 2017 Observation data. She reported of the 351 students enrolled in lower division courses only 100 students used our registration tool. She would like to visit each ground section of our lower division courses to explain the process and what is expected of the student, i.e., proper attire, cell phone use, etc. Anne Angstrom suggested for the online sections that we create a video that can be put on Canvas for the students to know the correct procedure.
  - b. A discussion ensued about the amount of hours lower division students are required to complete, and the suggestion was made to have field experience hours in only EDF 2005. Joyce Rollins will investigate the possibility of doing this. Michele Propper suggested the possibility of an online piece that would require a reflection.

- c. Elizabeth Perdomo distributed a handout (handout #2) that broke down the students in final internship, practicum 1 & 2, and foundation students. Joyce Rollins questioned the PD designation on the handout of charter schools. Elizabeth will remove the PD designation. Larry Miller suggested solidifying a relationship with a charter school and have a school representative on our Advisory Board. Larry also suggested that a date be added to the handout.
  - d. Elizabeth Perdomo distributed a handout (handout #3) with Spring 2018 Field Experience Placements update.
  
- IV. Syllabi Expectations for Spring 2018:
  - a. Joyce Rollins reported that all Spring 2018 syllabi are due to her by January 4, 2018. She discussed "Tied to Classroom" column and asked for a minimum of four times to outline a specific way to show we are integrating what we are teaching with what is actually happening in the students' real world experiences. Joyce will send faculty an example. She reminded that these syllabi are the ones that will be reviewed by the Site Visit Committee.
  
- V. Syllabi Showcase:
  - a. Anne Angstrom have a presentation about the review of syllabi and what the benefits are:
    - i. Evaluate ways in which critical tasks are aligned with course learning outcomes
    - ii. Evaluate critical task alignment with FL-DOE driven expectations
    - iii. Create curriculum at program level that allows us to conduct a gap analysis, identify strengths, and target areas for remediation
    - iv. Determine if collaborative analysis data can be triangulated with existing data
    - v. Provide evidence of critical reflection during a program review to the Site Visit Team
  - b. Anne will create a PPT with courses in upper level, prepare to talk about critical tasks on Wednesday, December 13, 2017.
  
- VI. Family Math Night:
  - a. Joanne Devine reported that the next Family Math Night will be held on February 22, 2018 at 5:45 p.m. Kathie DiLascio will send out an invite.
  
- VII. Spring 2018 Pinning Ceremony Date: Joyce Rollins opened for discussion the possibility of holding the pinning ceremony the Friday night before Commencement, April 27, 2018. Since the Spring 2018 graduating class will be a larger group, it was decided to try to book the Barbara B. Mann Performing Arts Hall. Kathie will check with BB Mann to see if this date is available. The cost is approximately \$1000.00.
  
- VIII. Review Vision and Mission Statements: Larry Miller asked that all become familiar with the School of Education Vision and Mission Statements. Caroline Seefchak volunteered to revise the statements. She will send out to all faculty the week of December 11, 2017. It was noted that the Vision and Mission statements should be in each syllabi.

- IX. Diversity – Meaningful Conversation (handout #5): Regina Miller presented, “Do you think colorblindness is a form of racism”? Regina described her experiences as a person of color and the group discussed racism in our culture today. Larry Miller recommended sponsoring a film followed by a panel discussion on this subject. Regina Miller and Caroline Seefchak will assist with this endeavor.
- X. Presentation on the Self Study process and related data: Megan Just and Michele Propper
- a. Megan Just: Executive Summary (handouts #5 and #6): Meg spoke to the following areas:
- i. Initial faculty survey
  - ii. Data presentation review
    1. Substantiate faculty impressions
    2. Reveal gaps
  - iii. Establish growth opportunities
  - iv. Create continuous improvement action plan
  - v. Referred to Page 15: summary and Page 14: narrative
  - vi. Specifically spoke on 2.1B, page 15, FTCE K-6 Subtest Trends. The faculty noted gaps in science could be attributed to No Child Left Behind. It was noted our BS ELED Program is very strong in Language Arts and on target in Social Studies.
  - vii. Meg is also looking for strong documentation in literacy training and field experience.
  - viii. Content Knowledge: suggestions of interactive notebooks and content knowledge exams were discussed.
  - ix. Resource Management and Individual Accountability: Megan Just
    1. Dropbox (provided by State) syllabi and other documentation used as evidence
    2. Googledocs (faculty and staff) comments, feedback and suggestions on self-study
    3. Compliance Assist: all documents by Judgement Area
- b. Data Presentation: Michele Propper addressed the following:
- i. Quality of content knowledge and teaching methods
    1. Literacy training
    2. Math content
    3. Classroom management
  - ii. Task Analysis: Quality of content knowledge and teaching methods
    1. By tasks
    2. By person responsible
    3. By timeline
  - iii. Homework: Deep Dive (self-study) needs documentation by January 7, 2018.
    1. Become familiar with Judgement Areas 2 and 3.
    2. Review data on Judgement Area 2 and provide feedback on documents to support criteria
    3. Submit ideas about opportunities for growth based on survey results and data.

4. Begin to think about and send ideas on how to document the criteria within Judgement 3.

XI. Syllabi: Joyce Rollins asked that faculty begin to submit Spring 2018 syllabi to Michele Propper and Compliance Assist. Joyce will send complete folder of syllabi to Michele Propper. Please use Michele's home email as well as FSW email.

XII. Holiday SoE Party: December 12, 2017, 4:00 p.m. at Joyce Rollins' house. White Elephant gift exchange: can be gag gift or regular gift. \$20 limit.

Meeting adjourned at 11:50 a.m.

/kdl