

FSW School of Education  
Full-Time and Adjunct Faculty Meeting Minutes  
Tuesday, January 2, 2018  
5:30 – 7:00 PM U-219

Present: Anne Angstrom; James Divine; JoAnne Divine; Christy Duda; Mitch Emmons; Susan Feld; Susie Golubock; Julia Kroeker; Larry Miller; Regina Miller; Joyce Rollins; Kelly Roy; Caroline Seefchak; Jenna Thompson; Peggy Van Voorhis

Dr. Larry Miller, Dean of the School of Education, welcomed everyone at 5:35 PM. He began by discussing the upcoming SAC's accreditation site visit between March 26<sup>th</sup> to 30<sup>th</sup>. He indicated that inspectors will "observe" online and ground classes leading to the BS in Elementary Education. They will observe interns and supervisors as well. They will debrief the leadership team daily and complete a summative report at the end of their visit. A final report will be completed closer to the year end.

Dr. Miller discussed the maintenance of enrollment in the Elementary Education program for spring 2018. A cohort of 22-26 students is expected this semester. The Early Childhood Education program is continuing to counsel students to ensure that they are correctly identified within the AS program. Charter Schools continue to have extensive waiting lists. Dual Enrollment has had a 17% increase in enrollment this semester. One in five students at FSW are in the DE program. As a result, FSW's overall enrollment has increased by 4.5%.

The School of Education has experienced some staffing changes, as reported by the Dean. Ms. Megan Just has taken a faculty position at Florida Gulf Coast University. Dr. Michelle Proper, who previously held the position, will serve as a consultant. She will complete the self-assessment for the accreditation site visit prior to the inspection.

Dr. Miller encouraged everyone to take a look at the materials available in the Curriculum Library (U-217) and the demonstration classroom (U-218). There is on-going and significant investment in these faculty and student resources. Materials have been reorganized and are available for use in classes and the field. He indicated that a card catalog system has been established for borrowing materials. Items should be returned to their original location to ensure their continued organization.

Dean Miller announced two upcoming events: Family Math Night on Thursday, February 22<sup>nd</sup> hosted by Ms. Devine; and the Elementary Education Job Fair on March 2<sup>nd</sup> organized by Elizabeth Perdomo. One hundred percent of students who participated in the previous job fair received offers of employment, many received multiple offers.

Spring syllabi are due by the close of business on Thursday, January 4<sup>th</sup>. Dr. Miller requested that Elementary Education pre-requisite and upper division syllabi should be sent to Dr. Rollins. ECE syllabi should be sent to Dr. Roy.

Dr. Rollins reviewed a change to the field placement requirement for EDF 2085. As a result of a change in a state requirement, effective spring 2018 students may pass the course without having completed 15 hours of observation. Discussion ensued regarding alternatives to completion of the observation hours, particularly if students are simultaneously taking EDF 2005. The discussion will continue as critical tasks are reviewed during the syllabi showcase.

Dr. Rollins reiterated that EDF 2005, including 15 hours of observation, remains a state requirement. Students cannot pass the course if they do not complete the mandated 15 hours of observation. She encouraged faculty to facilitate students in participating in observation days scheduled by Ms. Perdomo. Elizabeth Perdomo is available to meet with ground classes, and a video will be available soon to post in Canvas for online classes, clarifying the process and expectations for participating in observation days.

Dr. Anne Angstrom reviewed the syllabi showcase process begun regarding analyzing each course syllabus and development of a curriculum map for the BS in Elementary Education. She described the analysis as having four layers:

- 1) Strengths and needs
- 2) Critical task alignment with learning outcomes
- 3) Evaluation of critical tasks relative to FLDOE, FEAPS, Reading and ESOL endorsements
- 4) Florida Standards (K-12 content knowledge)

The purpose of the exercise has three components:

- 1) Development of a program curriculum map
- 2) Triangulation of data
- 3) Critical reflection for self-study

The process was begun in December and will be completed by the end of the semester. One initial element identified as a need is a consistent lesson plan template to be used throughout the program and support scaffolding student knowledge. Discussion ensued regarding other essential components in need of increased scaffolding, as well as concepts for recruitment of students into the program from pre-requisite courses.

Dr. Rollins discussed a new and exciting technology which has been purchased. SibMe is a video tool for use in field placement, internship, and practicum classrooms. Video of students or other exemplars can be recorded and notes synced throughout where key concepts or reflections are to be highlighted. In addition, SibMe supports us in creating a video library which has numerous potential teaching and reflection applications.

Dr. Kroeker, Learning Assessment Coordinator, provided information about the common course assessments in EDF 2005 and EDF 2085. She described the process for completion of the assessment for both online and ground sections. Discussion ensued regarding changes to the exam. Dr. Angstrom reported that she reviewed each question and answer on the assessment for EDF 2005. Corrections were made without substantive changes being made to the content. While a new edition of the text is in use, the exam has been reviewed to ensure that the text and exam are aligned for content.

At 6:40 PM the group divided into interest areas. Pre-requisite course faculty completed a syllabus review with Dr. Angstrom. Faculty members teaching upper level courses met to further discuss the accreditation visit. ECE faculty discussed a syllabi showcase and assignment overlap.

The groups finished their work between 7:05 and 7:30 PM. The meeting was adjourned.

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Breakout Session  
January 2, 2018  
5:30 p.m.

Minutes from full-time and adjunct faculty meeting  
Breakout Session for Elementary Education Program

- Dr. Rollins reviewed the site inspection logistics
  - Emphasis on connecting field to classroom
  - Syllabus modification required: At least four times during semester connect classroom activity with week's learning topic
  - Monday Memo will communicate key site visit details throughout semester
  - Live Text - instructor submitted option was reviewed
  - Dr. Rollins will be sending out assignments in Live Text this week
  - Email Dr. Rollins if changes are required
  - SibMe will be used in practicum and final internship
  - Faculty are encouraged to incorporate SibMe video sharing in classroom as a means to encourage students to actually spread out field experience hours and teaching uniformly across the semester
  - Usage of the new observation tool was reviewed
  - Developmental model to allow students to demonstrate growth
  - First practicum expectations are in the developing zone, while final interns should be performing in the proficiency zone more often than not
- Modifications for Reading and TESOL lessons were discussed