



School of Education Department Meeting

Friday, February 9, 2018

10:00 a.m., U-220

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

The minutes of the January 12, 2018 School of Education Department Meeting: Joyce Rollins moved to approved the minutes of the January 12, 2018 School of Education Department Meeting. Kelly Roy seconded the motion. The motion carried and the minutes of the January 12, 2018 School of Education Department Meeting were approved.

- I. Syllabi Showcase: Faculty reviewed all ELED courses in Semester Two. Notes and photos were taken and will be shared in a PowerPoint presentation in a separate document.
- II. Office sponsored programs: Stella Egan, Manager Grants Administration and Development, and Joe VanGalen, Director of Assessment and Effectiveness, shared information about sponsored programs, grants, and the proper procedures to apply for grants. Sabbatical eligibility was also discussed and deadlines provided. See the Dean if you are interested in pursuing any of these opportunities.
- III. Review of complaint process and disposition issues: Joyce Rollins
 - a. Joyce asked faculty to reinforce expectations the first week of class each semester.
 - b. If there is a complaint, it must first be addressed with the person the complaint is with. If there is no resolution, the next step is to address with the Chair who will set up a meeting. Issues that cannot be resolved by the chair are escalated to the Dean.
 - c. Joyce reminded that the same process would be followed with issues with colleagues.
- IV. Site Inspection updates: Michele Propper
 - a. Handout distributed showing all areas completed as well as areas that are still in progress. She is working with the school districts as well. She asked for notes, agendas, anything to prove we have relationships with stakeholders (graduates, principals, administrators, mentor teachers, anything that shows we are still connected to our graduates).

- b. Also send service learning activities, Future Makers, Future Ready Collier, any artifacts.
- V. Family Math Night: Joanne Devine
 - a. Joanne reported that 30 participants have pre-registered.
 - b. Julia Kroeker is the ECE representative.
 - c. Faculty and Staff are strongly encouraged to attend.
- VI. Portfolio: Joyce Rollins
 - a. Joyce reported from the Dean's Meeting on Community Service and Portfolio: even if faculty is receiving a stipend, this may now be included in college service. If a faculty member receives an honoraria for participating, the activity is now considered college service.
- VII. Provost announcement regarding class attendance and duration: Larry Miller
 - a. All faculty were reminded to ensure that they are making effective use of the entire class time.
- VIII. Publisher's Forum: Larry Miller
 - a. Publisher's Forum is February 20, 2018, please attend and speak with vendors.
- IX. Faculty evaluation plan: Larry Miller
 - a. 2's are good! 3 is exemplary.
- X. Commencement speaker: Larry Miller
 - a. Commencement is May 4, 2018, please share nominations for speaker with Larry.
- XI. Sabbatical deadline: Larry Miller
 - a. March 1, 2018 is the deadline to apply.
 - b. ARC grants are a possible source for funding.
- XII. Continuing Contract: Larry Miller
 - a. Faculty on Continuing Contract, portfolio is due February 12, 2018.
 - b. Faculty on Annual Contract and continuing contract, deadline is February 23, 2018.
- XIII. Diversity Discussion: Elizabeth Perdomo: discussion moved to next meeting on April 13, 2018.

The meeting was adjourned at 12:30 p.m.