

## Minutes

Department Meeting

Dr. Erin Harrel, Dean

October 7, 2013; 1:00 PM; U-202B (Lee Campus)

	Present	Absent	Excused		Present	Absent	Excused
<b><u>Administration</u></b>				<b><u>Staff</u></b>			
Dr. Erin Harrel	X			Dr. Christy Duda	X		
				Barbara Miley	X		
<b><u>Faculty</u></b>				Michele Propper	X		
Dr. Anne Angstrom	X			Kristin Corkhill	X		
JoAnne Devine	X			Jill Rhone	X		
Dr. Regina Miller	X			Joann Grosso	X		
Mary Robertson	X						
Joyce Rollins	X						
Elaine Schaeffer	X						
<b><u>Adjunct Faculty</u></b>							

### I. Greetings

- a. The meeting was called to order by Professor Rollins
- b. Professor Rollins thanked everyone for wearing blue in honor of “Bullying Prevention Day”.
- c. Professor Schaeffer reminded everyone about the upcoming Lee Bennett Hopkins’ Writers’ Institute on October 26<sup>th</sup>. The speakers will be Patricia MacLachlan and Lee Bennet Hopkins (well-known authors), and Stephen Alcorn (illustrator).
- d. Professor Rollins stated that Barbara Miley will be transitioning to Research, Technology and Accountability. A luncheon was scheduled for October 15<sup>th</sup> at 12:30 in U-202B.

### II. Approval of Minutes

- a. The minutes from the September 23<sup>rd</sup> meeting were approved (Ms. Propper, motion; Professor Schaeffer, second)
- b. The minutes from the September 20<sup>th</sup> D.A.R.E. meeting were also approved (Professor Robertson, motion; Dr. Miller, second).

### III. Intern Early Release Policy

- a. Professor Rollins distributed the policy and form for releasing interns prior to the completion of the semester.
- b. After review and discussion, it was determined that the policy and form need to be revised before it is distributed.

### IV. Pinning – December 3

- a. Professor Rollins stated that the pinning ceremony is scheduled for December 3<sup>rd</sup>
- b. Barbara B. Mann Performing Arts Hall quoted a fee of approximately \$2,000; other possible locations include U-102 and AA-177; there will be more planning at the next meeting.

### V. Assessment Objectives

- a. Professor Rollins stated that the goals for the department were submitted through Compliance Assist
- b. Professor Rollins stated that we now need to decide how to implement the goals
- c. Dr. Miller suggested that courses with lesson plans be included

### VI. Lesson Plans

- a. Professor Rollins asked everyone to think about the format to use for lesson plans (i.e, standardized or long form).
- b. Professor Schaeffer stated that Early Childhood courses need a separate template to allow for webbing
- c. Drs. Angstrom and Duda and Professors Robertson and Rollins will meet to develop the template
- d. Teacher candidates need to give a good demonstration of using a lesson plan before going into final internship

VII. Questions, Comments

- a. Professor Rollins is planning the next evening meeting for October 17<sup>th</sup> from 5:30 PM – 7:30 PM. Dr. Duda and Ms. Propper will provide the food. A representative from Pearson may provide a presentation on the digital library.
- b. Ms. Corkhill stated that Jill Rhone is doing wonderfully in her new role in Dual Enrollment
- c. Ms. Propper asked that everyone check their rubrics for the spring semester and make sure we have them in place with LiveText.

VIII. Meeting Adjourned