

Minutes

Department Meeting

Dr. Erin Harrel, Dean

December 2, 2013; 1:00 PM; U-202B (Lee Campus)

	Present	Absent	Excused		Present	Absent	Excused
Administration				Staff			
Dr. Erin Harrel	X			Dr. Christy Duda	X		
				Debbie McAuley	X		
Faculty				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						
Adjunct Faculty							

- I. Greetings
 - a. The meeting was called to order by Professor Rollins

- II. Kudos
 - a. Good turnout from community for Family Math Night; possible to have it at Heights Foundation in the Spring?
 - b. Heartwalk fund is almost \$2,000 – exceeded goal

- III. Laminator
 - a. Sign in/out sheet so we know where the piece is
 - b. After hours requests will be handled by faculty here at the time

- IV. Student in office hallway
 - a. Faculty/staff do not feel comfortable with students hanging in the hallway waiting to speak with someone
 - b. Confidentiality is breeched if they are talking with another student.
 - c. Suggested that students be asked to wait in the lobby and faculty/staff will get them when they are ready for them
 - d. Sign will be put up in lobby Spring semester stating students must see Joann Grosso or Debbie McAuley first

- V. Pinning
 - a. Student name cards will be put on seats
 - b. Group picture will be taken in the Green room at 6:45 pm

- VI. Michele
 - a. Showed data research for her project

- VII. Field Experience Evals
 - a. Difficult – unpacking to make it easier to use
 - b. Add line - EEX, ESOL, Classroom management

- VIII. Model classroom
- a. Would be a new and iconic model
 - b. Would feature new technology
 - c. Will have dedicated classroom
 - d. Open for touring
- IX. Gift Exchange/Holiday party
- a. Gift should be between \$10 - \$15; will exchange at 11 am on Dec. 11
 - b. Party at Erin's house at 12:30 pm!
- X. SOE brochure
- a. Dr. Harrel showed SOBT brochure
 - b. She wants each member to create their own page for the SOE brochure
 - c. Debbie will get more SOBT brochures for everyone for reference
 - d. Page must be done by Feb. 1, 2014
 - e. Field experience on first pages
- XI. Professional Development Center
- a. Name?
- XII. Logo
- a. Theresa Morgenstern wants input on logo design
 - b. Resounding no, it's too late it's already been done

Thanks to Joyce Rollins for orchestrating the pinning ceremony

Final meeting for 2013

Next meeting - January 9, 2014

Meeting Adjourned

