

## Minutes

Department Meeting

Dr. Erin Harrel, Dean

January 7, 2013; 5:30 PM; U-217 (Lee Campus)

	Present	Absent	Excused		Present	Absent	Excused
<b>Administration</b>				<b>Staff</b>			
Dr. Erin Harrel			X	Dr. Christy Duda	X		
				Barbara Miley	X		
<b>Faculty</b>				<b>Adjunct Faculty</b>			
Dr. Anne Angstrom	X			Joyce Dye	X		
Wanda Day	X			Joyce Gelfand	X		
Dr. Cathleen Doheny	X			Susan Golubock	X		
Dr. Regina Miller	X			Shelley Greggs	X		
Mary Robertson	X			Dr. Mary Harder	X		
Joyce Rollins	X			Kristina Kaye	X		
Elaine Schaeffer	X			Kim Lonergan	X		
<b>Adjunct Faculty</b>				<b>Adjunct Faculty</b>			
Pat Ardigliano	X			Virna Mandarino	X		
Steve Bedford	X			Dr. Brian Moore	X		
Dr. Brian Botts	X			Joyce Peek	X		
Grace Campbell	X			Frank Santoro	X		
Jacqueline Curls	X			Mary Ellen Schultz	X		
Jim Devine	X			Donnalee Washburn	X		
JoAnne Devine	X			Dr. Marjorie Wilson	X		

- I. Professor Rollins welcome everyone to the spring semester
  - a. Internship Ceremony for the fall was a success and had the largest crowd in attendance
  - b. Virna Mandarino was presented with her outstanding faculty certificate
  - c. Donnalee Washburn will be offering a four week course on SMART technology; it will be available to faculty, staff, & students
- II. Professor Rollins introduced faculty
  - a. Adjunct portfolios are due the end of February; conferences will be scheduled with Professor Rollins
  - b. Please make certain to include sample student assignments
  - c. Adjunct portfolios are required for continued teaching
- III. Implications from Sandy Hook
  - a. Professor Rollins stated that we need to help our students understand what to do in the event of an emergency
  - b. Feel free to address questions and concerns in class
- IV. Integrity
  - a. Professor Rollins referenced *The Students are Watching*; please be mindful of modeling ethical behavior
  - b. Please encourage students to think critically and work through questions
- V. Attendance Policy
  - a. Professor Rollins reminded everyone about the importance of completing attendance verification
  - b. Professor Rollins stated that students enrolled in upper division courses cannot miss more than three hours of class without being issued an attendance contract

- c. Faculty should only be cancelling classes for the equivalent of one week; any additional classes will need coverage; faculty needing to cancel a class should contact Joyce Rollins
  - d. Professor Rollins asked that she also be notified if any classes are released more than 15 minutes early
- VI. Consistency of Expectations Across Instructors
  - a. Syllabi were recently reviewed to make certain the outcomes are being met
- VII. Curriculum Library
  - a. Professor Rollins stated the books in the library have been catalogued and are available for checkout through Classroom Organizer
  - b. Professor Rollins will send site information to everyone soon
- VIII. Breakout sessions
  - a. Early Childhood/Lower Level/Upper Level
  - b. Baccalaureate
- IX. Meeting concluded at 7:30 PM