

## Minutes

Department Meeting

Dr. Erin Harrel, Dean

January 16, 2013; 9:00 AM; 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						
Wanda Day	X						
Dr. Cathleen Doheny	X						
Dr. Regina Miller	X						
Mary Robertson	X						
Joyce Rollins	X						
Elaine Schaeffer	X						
<b><u>Adjunct Faculty</u></b>							

- I. Approval of Minutes from January 7, 2013 meeting
- II. Professor Rollins introduced Michelle Temple (temporary employee)
- III. New Semester feedback
  - a. Professor Rollins stated that positive feedback is being received from the beginning of the semester
- IV. Staff Assistant Update
  - a. Dr. Harrel provided an update on the screening process
- V. Board of Trustees January 2013 Meeting
  - a. Professor Rollins stated that Elaine Schaeffer and Naomi Gordon will be making a presentation
  - b. Professor Rollins stated that the School of Education will make a presentation at the February 28<sup>th</sup> meeting
- VI. Houghton-Mifflin/Harcourt Assessment Tool
  - a. Professor Rollins recommended that the tool be used in practicum courses
  - b. Professor Rollins stated that she will coordinate a demonstration by the representative
- VII. Materials/Supply Order
  - a. Professor Rollins stated that office supply orders should go to Barbara
  - b. Professor Rollins stated that student fees may be available for supply purchases; think ahead to the fall semester
  - c. Dr. Harrel stated that vendors need to be approved ahead of time; purchases should be justified if student fees are used for funding
- VIII. Syllabi Update
  - a. Professor Rollins provided an update on the syllabi project
  - b. Professor Rollins reminded everyone of the deadlines and upcoming Curriculum Committee meetings

- IX. Rubric Project
  - a. Professor Rollins stated that almost every rubric needs to be reviewed for writing and grammar
  - b. Professor Rollins reminded everyone of the Tk20 deadline
  
- X. Common Core Grant
  - a. Dr. Harrel stated that training will be available soon
  
- XI. Collective Negotiations
  - a. Professor Rollins provided an update on the collective negotiations process
  
- XII. Service Learning
  - a. Dr. Doheny asked about the dates for service learning; Professor Rollins stated that she and Michele Propper would be meeting soon to decide
  - b. Michele Propper stated that service learning will be tracked and students are required to complete 30 hours
  
- XIII. Meeting adjourned