

Minutes

Department Meeting

Dr. Erin Harrel, Dean

March 27, 2013; 9:00 AM; U-202B (Lee Campus)

	Present	Absent	Excused		Present	Absent	Excused
Administration				Staff			
Dr. Erin Harrel			X	Dr. Christy Duda	X		
				Barbara Miley	X		
Faculty				Michele Propper	X		
Dr. Anne Angstrom	X			Kristin Corkhill			X
Dr. Cathleen Doheny			X	Erika Keith	X		
Dr. Regina Miller	X						
Mary Robertson	X						
Joyce Rollins	X						
Elaine Schaeffer	X						
Adjunct Faculty							

- I. Approval of Minutes
 - a. The minutes from the February 27, 2013 meeting were approved.

- II. ESOL and Reading Conferences
 - a. Professor Rollins stated that full-time faculty needing ESOL conferences should schedule an appointment with Dr. Miller and faculty needing Reading conferences should schedule an appointment with Dr. Doheny.

- III. Farewell Lunch-Erika
 - a. Professor Rollins stated that Erika Keith would be leaving the department on April 2nd and will be missed.
 - b. Professor Rollins thanked Erika for all of her help and stated that the department would like to have a farewell luncheon on March 27th, 28th, or April 1st.

- IV. Inauguration
 - a. Professor Rollins stated that Dr. Allbritten's inauguration is scheduled for April 4th at 2:00 PM
 - b. Professor Rollins also stated that faculty and staff are invited to process in regalia

- V. Pinning
 - a. Professor Rollins stated that Tiffany Clayton and Maria LaRocco are working on the program.
 - b. Professor Rollins stated that the ceremony would include a Reader's Theater again.

- VI. Commencement
 - a. Professor Rollins stated that commencement is scheduled for May 3rd, 6:30 PM, at Germain Arena.
 - b. Professor Rollins stated that faculty will sit on the stage and students will line up by their school and then their degrees.
 - c. Professor Rollins stated that a mandatory graduates' rehearsal will be scheduled for 10:00 AM on the 3rd.

- VII. Updated Rubrics-Michele
 - a. Ms. Propper stated asked everyone to hold on the submission of their rubrics until she has completed the reports for the FDOE

- VIII. Field Experience
 - a. Dr. Duda stated that mentors have been sent the information for the evaluations.

- b. Dr. Duda stated that the due date for the practicum evaluations is April 12th and April 26th for the final internship evaluations.
 - c. Dr. Duda stated that dispositions must be submitted prior to the final exam
 - d. Dr. Duda stated that mentor evaluations need to be completed by students and we need to be able to identify master teachers.
- IX. Family Math Night-April 8
- a. Professor Robertson stated that all students should be advertising the event at their schools
- X. Summer Syllabi
- a. Professor Rollins stated that syllabi for summer courses need to be submitted to her.
- XI. Questions/Comments
- a. Professor Rollins stated that textbook adoptions are due to the bookstore on April 15th.
 - b. Ms. Miley asked that the information be sent to her and she would forward to the bookstore. Ms. Miley also stated that the submission will include textbooks for the academic year not just the fall semester.
- XII. Meeting Adjourned