

Minutes

Department Meeting

Dr. Erin Harrel, Dean

April 10, 2013; 9:00 AM; U-202B (Lee Campus)

	Present	Absent	Excused
Administration			
Dr. Erin Harrel			X
Faculty			
Dr. Anne Angstrom	X		
Dr. Cathleen Doheny			
Dr. Regina Miller	X		
Mary Robertson	X		
Joyce Rollins	X		
Elaine Schaeffer	X		
Adjunct Faculty			

	Present	Absent	Excused
Staff			
Dr. Christy Duda	X		
Barbara Miley			X
Michele Propper	X		
Kristin Corkhill			X
Erika Keith	X		

- I. Approval of Minutes
 - a. The minutes from the March 27, 2013 meeting were approved.
- II. Family Math Night
 - a. Professor Rollins thanked Professor Robertson for all of her hard work. The event had a good turnout.
- III. KDE Raffle
 - a. Professor Rollins stated that raffle tickets are available for \$1.00 and the proceeds from the raffle will sponsor a field trip for students at Colonial Elementary.
- IV. Textbook/Supply Order
 - a. Professor Rollins stated that textbook orders are due April 15th
 - b. Professor Rollins also stated that supply orders are due before the end of the semester.
- V. Exam/Class schedule/office hours
 - a. Professor Rollins asked that faculty leave notice for adjusted hours.
- VI. Intern Pinning Ceremonies (April 29) (Faculty Role)
 - a. Professor Rollins asked that each faculty member develop a statement that begins, "You know you're a teacher if . . .", and submit to Dr. Angstrom who will compile them to be read at the ceremony.
 - b. Professor Rollins also asked that faculty send a picture of themselves from their teaching years to be used in a slide show.
- VII. Graduation-May 3-6:30 PM
- VIII. Cleaning up Classrooms/Computers/Walls
 - a. Professor Rollins asked that faculty make sure to clean documents off of classroom computers that have been downloaded and are no longer needed.
 - b. Professor Rollins also asked that faculty remove anything on the walls and just generally straighten the classroom so that next semester begins fresh.
- IX. Unit Goals-2013-2014
 - a. Professor Robertson stated that the department would meet on May 6th at 10:00 AM to work on unit goals. A department lunch out of the office will follow.
- X. Questions/Comments
- XI. Meeting Adjourned