

School of Education Department Meeting

Thursday, January 3, 2019

12:30 p.m., U-217

Present: Dr. Anne Angstrom, JoAnne Devine, Kathie DiLascio, David Koehler, Dr. Regina Miller, Laura Osgood, Elizabeth Perdomo, Dr. Joyce Rollins, Dr. Kelly Roy, Dr. Caroline Seefchak

- I. Welcome Back
 - a. Joyce Rollins welcomed back all faculty and staff. She reported no major changes in the SoE while she is in the Interim Dean position other than the following small changes: rejoin FACTE, cap classes at 25.

- II. Role Changes
 - a. Joyce Rollins announced the following role changes: Kathie DiLascio has been promoted to Coordinator of Operations for the SoE, Elizabeth Perdomo's role will change to include overseeing final interns in the beginning of Fall 2019; she will also become a 10-1/2-month employee.

- III. Morning Professional Development Sessions
 - a. Joanne Devine: attended Proctoria/Canvas session. She reported about changes in course development. Also, the deadline to have all course information on Canvas is 1/7/19 at 8:00 a.m.
 - b. Joyce Rollins: attended Mental Health session. She reported it was very informative, representative from Golisano gives ½-day or full day workshops called Mental Health First Aid.
 - c. Regina Miller: attended students with Disabilities session. She reported that any student with disability must be referred to Adaptive Services. Also, DE students with an IEP, when they enroll at FSW the IEP does not automatically transfer, it is still valid, but must go through Adaptive Services.
 - d. Caroline Seefchak: attended Making Classrooms More Engaging. Presented by Math professors. Discussion was very informative.
 - e. Kelly Roy: attended Open Educational Resources, specifically FSW library. She reported on copyright violations downloading PDFs. Also, spoke about library resources.
 - f. Anne Angstrom: Attended One Book One College session. Book that was selected is, "21 Lessons for the 21st Century". Will be distributed to Cornerstone courses in Fall 2019. All Faculty will get a copy, adjuncts may get a copy as well.

- IV. Mentors for Adjunct and Concurrent Faculty
 - a. Anne Angstrom reported that Joyce Rollins did one observation in Fall 2018. SoE has three DE concurrent sections of Intro to Diversity. She asked for volunteers to mentor: Joanne Devine will mentor DE instructors, Regina Miller will mentor Angela Valuda, Caroline Seefchak will mentor George Blett, Anne Angstrom will mentor Juan Toro.

- V. Online Development Changes
 - a. Joyce Rollins reported they are tightening up online development with the following strict adherences: approval one year in advance, tight calendar, strict deadlines. Payment will vary based on reviews. All information must be developed within the first six weeks.

- VI. Criteria for Canvas Rubrics
 - a. Joyce Rollins reported on moving rubrics over to Canvas. The faculty decided on the following grading: 0-74 – developing, 75 and higher – met. No exceeds are given until final internship. First semester students and first practicum students will have rubrics in Canvas and will be graded in Canvas, no LiveText for these students.

- VII. Students with Outstanding Tests
 - a. Joyce Rollins distributed the list of students with outstanding tests. Going into Final Internship Stephanie Soto has all four tests outstanding. It was decided she should not go into final internship and focus on passing tests this semester. Joyce will contact the student.
 - b. Study sessions will begin as follows: Joanne Devine – Math - will begin on 1/10/19, Caroline Seefchak – Reading - will begin on 1/15/19, Regina Miller, Pro Ed, and Anne Angstrom – Writing - will have sessions before Internship class.

- VIII. Early Release Clarification for Lee county Interns
 - a. Joyce Rollins reported that the procedure for Lee County has changed. Principals should not contact us. County must contact us. We cannot act until the County approves.

- IX. Sibme Challenges
 - a. Anne Angstrom reported that Laura Osgood is ironing out problems. Laura went through the manual Sibme created and she distributed the most relevant pages and wrote a memo for adjunct instructors.

The meeting was adjourned at 1:45 p.m.

/kdl