

School of Education Department Meeting

Friday, September 13, 2019

10:00 a.m.

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. Approval of 8/13/19 and 8/14/19 School of Education Department Meeting Minutes: Joyce Rollins called for the approval/amendment of the 8/13/19 and 8/14/19 School of Education Meeting minutes. David Koehler moved to approve the minutes of the 8/13/19 and 8/14/19 meeting minutes as distributed. JoAnne Devin seconded the motion. All in attendance approved. The minutes of the 8/13/19 and 8/14/19 School of Education Department were approved as distributed and placed on Document Manager.
- II. Giving/Foundation: Joyce Rollins reported that in 2017 an email went out to all FSW employees stating that payroll deductions that were previously earmarked for specific department donations are now going to Dedicate to Graduate. If you would like your deduction to go specifically to the School of Education students, you must send an email stating that to the Foundation.
- III. Performance Evaluations: Joyce Rollins asked faculty to inform her if they do anything above and beyond their minimum requirements as this may have bearing on their performance evaluation each year. With regard to online office hours, faculty should be available during these hours and should respond to emails or telephone calls within one minute of receipt.
- IV. Travel: Joyce Rollins announced increased Professional Development funds for travel, as well as Department funds. When making travel arrangements, please work with Kathie who will be happy to arrange airfare, hotel, etc.
- V. Spring Textbook Adoption: Deadline is October 15, 2019.
- VI. Committee Reports:
 - a. Curriculum Committee: Regina Miller
 1. A change of course was submitted for the Paramedic Clinical Experience to meet a newly revised standard for the Program.
 - b. Learning Assessment Committee: Caroline Seefchak
 1. At the April 2019, LAC meeting, the committee voted to assess the "Research" and "Analyze" General Education Competencies during AY 2019-20. In the assessment plan, courses which were identified by faculty of that discipline as "Research" or "Analyze" at the integral level are to be randomly selected for General Education Assessment during Fall 2019 as part of the AY 2019-20 assessment plan. Under the plan outlined by the LAC, if a course is listed, it means that one or more sections of the course may be randomly selected to provide an assignment which the instructor feels is appropriate to meet that competency. The random selection and outreach to instructors occurs in the 3rd week of September.

2. The first issue of **DataVersed** will be out at the end of September.
 3. Course Level Assessment for the School of Education will include EDF 2005, RED 4012 and RED 4519. If there are any other course leads who would like to have fall semester courses included in the LAC's course level assessment, please see Caroline within the week.
- c. Library Advisory Board: Caroline Seefchak - The Library Advisory Board, chaired by Professor/Librarian Bill Shuluk, met in late August. Bill Shuluk, along with Provost Eileen DeLuca, updated the committee on the coming re-structure to the FSW Libraries in AY 19/20, and talked about the impact the changes will have across all four College locations in both reference and circulation services. The reorganization is to be organized beneath a new Academic Dean and will put the library in a position where it more closely resembles the other academic units on campus.
 - d. Professional Development: Anne Angstrom reported that Kelly Roy's ECE Conference was funded through Professional Development funds. All proposals for funding in Fall 2019 at a cap of \$2,000.00 were approved. She encouraged faculty to apply for funding for Spring 2020. She will advise when deadline date for Spring is when it is available.
 - e. Elearning: Laura Osgood reported she has completed the Peer Review Course. She will begin training for face-to-face facilitator in November and will then be able to train faculty.
 - f. Faculty Senate: JoAnne Devine reminded faculty of the vote to accept bylaws.
 - g. GEAC: Kelly Roy – this committee will meet next week.
 - h. Calendar Committee: Joyce Rollins – this committee will meet next week.
 - i. QEP: Anne Angstrom – this committee will meet today at noon.
 - j. ARC: Anne Angstrom – this committee will meet next week.
 - k. Academic Technology: Laura Osgood – this committee will meet next week.

VII. Upcoming Conferences:

- a. CAEPCON: Joyce Rollins reported that she and Laura Osgood will attend this conference in Washington DC at the end of September.
- b. FACTE: Joyce Rollins reported that she and Laura Osgood will attend this conference in mid-October in Orlando.
- c. QMConnect: Laura Osgood reported she will attend this conference at the end of October in Dallas TX.
- d. NAEYC: Kelly Roy reported she will attend this conference in November in Nashville TN.

VIII. AS ECE: Kelly Roy reported that things are going well. All online sections are full. She also reported that Pop-Up-Play will be held on Saturday, November 9th on the FSW campus. Please collect boxes, plastic bottles, etc. and give to Julia Kroeker.

IX. Effectiveness Plan: Laura Osgood distributed the Elementary Education 2019-2020 goals. This handout is attached to these minutes.

- X. Reading Endorsement: Caroline Seefchak reported each academic year, the School of Education must renew its documentation for compliance with the requirements in Florida Statute 1011.62, that schools of education that grant the State of Florida Reading Endorsement must document the infusion of reading competencies in upper level classes. Colleges now have the latitude to document the infusion of these competencies as they wish. Infusion of reading skills means the incorporation of vital reading teaching skills in the learning outcomes, assignments, activities, or critical tasks in the School of Education's baccalaureate courses. All members of the School of Education, not just teaching faculty, must have a general knowledge of the existence of these competencies. As has been our practice in recent years, a Qualtrics Survey has been created to clarify Florida SouthWestern State College's documentation of its infusion of reading strategies as well as to provide information. This survey will be mailed to all members of the School of Education in September. Everyone's participation in this is necessary and is most appreciated.
- XI. Concepts from EDE 4220 and EDF 4782: Joyce Rollins reported the following program changes beginning in Fall 2020:
- a. Eliminations: EDE 4220, EDF 4782, EDE 4226C, EDE 4304
 - b. Additions:
 1. Social Studies Methods: 3 credit hours, 15 clinical hours
 2. Science Methods: 3 credit hours, 15 clinical hours
 3. Math Methods: 3 credit hours, 20 clinical hours
 4. Language Arts Methods: 3 credit hours, 20 clinical hours
 - c. Teach Out of elimination courses in Spring 2020.
 - d. Character Education: Joyce has ordered materials.
- XII. Mini-Term Feedback and Spring 2020 Schedule: Anne Angstrom
- a. Anne asked for thoughts on D1 and D2 semesters. Pros: extended length of time, fewer commitments, coordination with other professors, application of skills and concepts occur quickly, lack of delay in beginning field experience. Drawbacks: less time between critical tasks means more regimented scaffolding, increased planning time per week. Anne would like qualitative and quantitative feedback from students.
 - b. Michele Propper received feedback from students: wondered if professors could coordinate due dates for critical tasks. Also, want class time to be used to do online discussion posts. APA formatting was brought up. Anne suggested putting an APA Committee together.
 - c. Spring 2020 schedule: Anne Angstrom shared this with the faculty.
- XIII. Recruiting and Advising: David Koehler
- a. Recruiting Statistics: 12 admits for Summer 2019, 39 admits for Fall 2019, 51 total admits for Summer 2019 and Fall 2019 combined, five admitted on appeal, seven taking coursework as non-degree seeking students in ELED Program. Held eight orientations, participated in two campus-wide AA orientations
 - b. Recruiting Activities: visited nine lower division activities to start off recruiting for Spring 2020, completed 10 GKT tutoring sessions, recruited Student Ambassadors, supplied materials, and educated Student Ambassadors on SoE programs and protocol for two BucBash sessions, made Blue Button online video for future online lower division class distribution.
 - c. Advising Activities: 45 face-to-face advising sessions, completed over 1,000 email advising sessions, working on 12 IRP's, attended one LCSD conference call, started the process toward three ECE articulations, completed over 80 non-degree seeking class registrations and provided corresponding email advising sessions, completed degree evaluations for all ELED students and advised them accordingly by email, submitted three credit review packets to supervisors for review, advised two other students on how to submit credit review packets.

- d. Administrative Paperwork: recorded 21 Fall 2019 TEACH authorizations in Google document, communicated Mini-D term drop dates to students in three ways (faculty, new Argos program, Canvas), followed up on submission of grades with faculty.

- XIV. Job Fair: Elizabeth Perdomo – Date: October 25, 2019. Attending: Lee, Glades, Collier, Charter School USA, Babcock Ranch, DeSoto, RCMA schools, Oasis Middle School. Still waiting to hear from Charlotte and Hendry.

- XV. Placements: Elizabeth Perdomo
 - a. Final Interns: 23 placed
 - b. Foundation and Practicum: 127 placed

- XVI. Pinning: December 9, 2019, 7:00 p.m., U-102
 - a. Program information due to Kathie on or before 10/11/19
 - b. Award recipient names due to Kathie on or before 11/8/19

- XVII. Sunshine Fund: Elizabeth Perdomo will take over this task for the 2019-2020 year. Please give either Liz or Kathie your \$10 contribution at your earliest convenience.

The next SoE faculty meeting will be held on Friday, October 11, 2019 at 10:00 a.m. in U-217.

The meeting was adjourned at at 12:00 noon.

/kdl