

School of Education Department Meeting
Friday, November 8, 2019
10:00 a.m., U-218

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

The meeting was called to order by Dr. Joyce Rollins at 10:00 a.m.

- I. Approval of the October 11, 2019 School of Education Department Meeting: JoAnne Devine moved to accept the minutes of the October 11, 2019 School of Education Department Meeting as distributed. Elizabeth Perdomo seconded the motion. The minutes of the October 11, 2019 School of Education Department Meeting were approved as distributed. They will be placed on Document Manager.

- II. Dean's Update: Joyce Rollins
 - a. Deconstructing Racism Conference will be held on Friday, November 22, 2019. Dr. Mark Hicks from Chicago will be the keynote speaker. Fred Morgan will also be presenting. Please respond to the email Joyce will send out regarding your attendance at this conference. Spring 2020 final interns will be invited. ECE students are also welcome. Internship orientation will be held that day as well as on December 2, 2019.

 - b. Calendar Committee:
 1. There will be equal number of weeks in Mini-A and Mini-B semesters for 2020-2021.
 2. Spring Break will be later in 2021 than it has been in the past to allow for Mini-A and Mini-B to have the same number of weeks.
 3. The Wednesday before Thanksgiving will be a 'study day' for students, no classes will be held on that day. It will be a work day for faculty. For this year, think about supplying an out of class module.
 4. PD days and Duty Days for December 2020 and January 2021: last day of class for Fall 2019 is December 6, 2019. Final grades are due on December 11, 2019 at 4:30 p.m. December 12, 2019 is a duty day. January 2, 2020 is a PD day, the college is hosting a breakfast and lunch. Administrators will be going to other campuses that day. Dr. Rollins will

be going to Hendry-Glades Center. January 3, 2020 is a duty day, faculty should work in the office. January 6, 2020 is the first day of class.

- c. D2 filing and attendance appeals were discussed. A new appeal process has been created for students who miss the deadline for field placement.
 - d. An ELED cohort is being planned for Hendry-Glades in Fall 2020. A GKT prep session is being planned for Spring 2020.
 - e. Walking Buddies Program will be discontinued due to busy schedule. A new idea was presented: each person picked a name and will do something nice for that person (for example, a meme, a joke, a quote) and secretly place in their mailbox or on their door twice a week. At next month's meeting the identity will be revealed.
- III. Travel: Joyce Rollins: when travelling out of district in Florida, it is the traveler's responsibility to obtain a folio showing no taxes were charged. Without this your travel cannot be processed and you will not receive your reimbursement. A final folio must also be obtained by the traveler for out of state travel; however, in this case, taxes may be charged.
- IV. Recruiting and Advising: Joyce Rollins and David Koehler
- a. David Koehler reported that three students have been admitted to the ELED Program to begin in January. Joyce reported that with only three admits thus far, a cohort will not be able to start in January. A discussion ensued and it was decided that Laura will lead a group who will contact prospective students. Other suggestions were for representatives to go to the local high schools, and also to the EDF lower division courses, to hold information sessions.
- V. Job Fair: Anne Angstrom congratulated Elizabeth Perdomo on a great job with the ELED Job Fair that was held on October 25, 2019. All but one student received a contract. The Spring 2020 Job Fair will be held on March 27, 2020, 10:00 a.m. – 2:00 p.m. Signs have been ordered.
- VI. Field Experience Update: Elizabeth Perdomo
- a. CT stipend payments for Fall 2019: \$15,060.00. Payments will be sent November 22, 2019.
 - b. Spring 2020 Placement Update: All Lee County district students have been placed, waiting for approval to connect CT to students. Collier, Hendry, Glades, Desoto and Sarasota counties have all been notified with students' information, waiting for placement approval.
 - c. Sign-Up Genius spreadsheet has been created for Spring 2020 Observation Days.
- VII. Dean's Search: Anne Angstrom reported the Search Committee will meet next week for discussion of the candidates. She discussed the timeline and the anticipated start date of July 1, 2020.
- VIII. Committee Reports:

- a. Assessment: Caroline Seefchak
 - 1. General Education Assessment random selections of courses have been made, reminders sent out.
 - 2. Course-Level Assessment: those teaching EDF 2005 are reminded that the Core Assignment, "Digital Education Showcase", will be a common course assessment that will be analyzed by the Office of Academic Assessment. Graded on a rubric; only have to grade the assignment in Canvas. Scantrons will no longer be used. Other courses analysis will be done: RED 4519 and RED 4012.
- b. Faculty Senate: JoAnne Devine – did not meet, no report.
- c. Curriculum Committee: Regina Miller and Anne Angstrom
 - 1. SoE new courses: proposal postponed for a second read: questions raised regarding prerequisites and course sequencing. Request made to clarify language (e.g., ELL and ESE). Proposals have been updated and sent to Chair Mary Myers. There are three additional proposals that will be submitted for the December meeting: a revision of the course description and learning outcomes for EDG 3410 and EDE 3315, and a change in the pre-requisites for LAE 4416.
 - 2. New course approved: Intro to African American Literature
 - 3. Change of courses approved: Human Services courses
 - 4. New course approved: Nursing
 - 5. Change of Courses were approved with minor corrections: Nursing
 - 6. Course discontinued: Nursing
 - 7. New courses approved: Digital Arts
 - 8. AS Program Digital Arts: proposal postponed for a second read
- d. Professional Development: Anne Angstrom reported the committee is hosting a "Train the Trainer" event by invitation only on November 22, 2019 that will focus on research-based training in workshop design. Anne hopes to attend part of that training. Also, the SWFL Symposium on Teaching and Learning will be held January 30-31, 2020. The theme is "Active Learning", the FSW keynote speaker will be Dr. Cissy Ballen, Professor of Biology at Auburn University.
- e. ARC: Anne Angstrom reported the committee will meet on November 15, 2019 to discuss proposals that are currently under consideration for funding. The committee will reconvene on November 22, 2019 to discuss scores awarded to each proposal so that winners can be determined.
- f. QEP: Anne Angstrom reported the committee will meet today at noon. Committee members were surveyed about QEP possible topics; data from the survey will be presented today. A January 2, 2020 duty day will include a QEP-related activity.
- g. OBOC: Kelly Roy – no update.
- h. GEAC: Kelly Roy – no update.
- i. Textbook Affordability: Kelly Roy and Joyce Rollins reported that a presentation was made by Follett to ensure that the most current resources were available for faculty to choose class materials. Resources are available through DiscoverFollett. The School of Business and Technology has elected to use a subscription to Cengage for many of their classes, so that students can access texts and materials for a lower cost across their courses within the discipline. Pearson offers a subscription as well.
- j. Academic Technology: Julia Kroeker – no update.

- k. Academic Standards: Julia Kroeker – handout with verbiage for instructors who teach their own children.
- IX. Reading Endorsement: Caroline Seefchak
- a. Reminder: the competencies for the State of Florida Reading Endorsement earned by graduates are taught as skills in the upper-level SoE courses.
 - b. Reminder: if you have not yet responded to the Qualtrics Survey on Reading Endorsement Competencies, please do so as soon as possible. It is important for the SoE to be in compliance with the FL DoE requirements. Please direct questions/concerns to Caroline.
- X. Final Intern Evaluation Data: Laura Osgood distributed a handout with percentages in Instructional Design and Learning (70% fulfilled), the Learning Environment (78% fulfilled), Instructional Delivery and Facilitation (70% fulfilled), and Assessment (72% fulfilled). She also distributed FEM Rubric Report.
- XI. Quality Matters Tech Conference: Laura Osgood reported on the conference she attended in Texas.
- XII. Sunshine Fund: Liz Perdomo reminded that \$10.00 is due to her for the Sunshine Fund. If you have not yet paid, please do so at your earliest convenience.
- XIII. Holiday Party will be held on December 11, 2019, 5:00 p.m. at Joyce Rollins' house. Please bring a grab bag worth no more than \$20.00.
- XIV. Upcoming important dates:
- a. Pop-Up-Play: Saturday, November 9, 2019, 1:00 – 4:00 p.m.
 - b. Family Math Night: November 13, 2019, 5:45 – 7:30 p.m., U-102
 - c. Deconstructing Race Conference: November 22, 2019, 9:00 a.m. – 2:00 p.m.
 - d. SoE Pinning Ceremony: December 9, 2019, 7:00 p.m., U-102

The next SoE Department Meeting will be on December 12, 2019, 10:00 a.m., U-218.

The meeting was adjourned at 11:20 a.m.