

School of Education Department Meeting
March 25, 2020
11:00 a.m.
Via Zoom

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

The meeting was called to order at 11:00 a.m. by Dr. Joyce Rollins.

- I. Approval of the minutes of the February and March (16) meetings. JoAnne Devine moved to accept the minutes of the February and March (16) meetings as distributed. Caroline Seefchak seconded the motion. The minutes of the February and March (16) School of Education Department meetings were approved and will be posted to Document Manager.
- II. Staff Availability: Joyce Rollins reported that David Koehler is working on campus every week day. Kathie DiLascio will work on campus every Wednesday. Liz Perdomo will be coming in to the office next Wednesday. Joyce asked the staff to check email the top of each hour from 9:00 a.m. – 4:00 p.m. daily. If you have anything you need them to take care of please email and they will respond accordingly.
- III. Updates on Student Course Participation:
 - a. JoAnne Devine reported Diversity course is going well, meeting with students via Zoom on Mondays. Math class: she has made some changes/adaptations and has a student or two who have not participated in Zoom meeting. Joyce asked David to please follow up with Nick Azzilona. JoAnne is also concerned with Tim. Joyce recommended JoAnne send him an email to remind him he needs this course to go into final internship. David will follow up with him as well.
 - b. Caroline Seefchak: going well. Everyone participated in Zoom meeting yesterday. Has class tonight via Zoom.
 - c. Anne Angstrom: met yesterday with 4323 via Zoom, attendance was great, everyone involved. She will record meetings. Will meet with Human Development next week and post that meeting.
 - d. Regina Miller: has two students who have not responded for Methods course, this is consistent with their work so far. Has Zoom meeting scheduled for next week. Steven Hack is not responding. David will follow-up with him and let him know he can withdraw if needed.

- e. Kelly Roy: everything going well. She added Zoom meetings. She sent out messages and checked in individually with students. Registration for summer is going well, added more sections.

- IV. SOS: Joyce reported the Dean's are meeting twice weekly. She brought up this concern and Dr. DeLuca responded that data from Spring semester is not used for evaluation of full-time faculty. The data will be important institutionally but no concern for faculty. Joyce also thanked faculty for getting Form 1 to her and reminded Form 3 is due Friday, March 27. She will be scheduling a 30-minute Zoom meeting with each full-time faculty member on Friday. Please email Joyce if Friday does not work for you.

- V. Late Work Flexibility: Joyce asked for discussion with regard to late work or other differences with our new platform. Regina Miller stated we do not need to adjust late policies because students do have time to complete assignments. If there is an extreme circumstance, this should be handled on a case-by-case basis. All extenuating circumstance cases should be brought to Anne's attention to make sure there is consistency with exceptions. Laura Osgood stated she is receiving questions from students regarding GKT requirements since scheduled tests have been canceled. Joyce reported they have received no changes from the State so far. Depending upon how long this goes on, the State may make adjustments and we can then let students know.

- VI. Field Experience Modifications: Anne Angstrom reported that Practicum students have already completed for Spring semester. Foundations: addressing this course-by-course. Zoom meeting planned for tonight at 5:30 with final interns. Lower division: videos have been created and shared with students. Joyce reported that the State approved virtual field experience during the shutdown and we are within State guidelines.

- VII. Chair Elections: Anne Angstrom reported she will send out a Qualtrix survey to all full-time faculty to complete. SoE has one candidate, Dr. Joyce Rollins. Chair election deadline is April 1-15, 2020.

- VIII. Textbooks: Anne Angstrom reported the deadline for Fall 2020 adoptions is April 15, 2020. Full-time faculty in 4 new courses for ELED need to think about textbooks for these courses and plan to talk about thoughts.

- IX. ELED School of Education Professional Development Day with DARE Event: Joyce Rollins reported this meeting will now be done via Zoom. Joyce also reported she is creating 2-minute live events on Facebook every Monday, Wednesday and Friday to keep everyone positive.

- X. Virtual DARE Event: Laura Osgood reported this can be done virtually. The purpose is to share the results of our goals. This should not take more than 30 minutes. Goals for next year can be set at this meeting. Laura also asked how annual demonstration of experience

will be handled. Joyce spoke about the type of support we are giving our graduates. She suggested everyone keep track of what you are doing to support our students.

XI. Committee Updates:

- a. Caroline Seefchak: LAC will send out a newsletter next week.
- b. Laura Osgood: eLearning is working on getting instructors certified to teach online before Summer. Laura is facilitating and grading Canvas course. The plan is to do 2 cohorts of 25 each to certify to teach online. They are only focused on full-time faculty at this time.
- c. Joyce Rollins: One Book – for the next book, the committee will get student and faculty input. The next book will be for all students, not just SLS. A decision will be made in Fall 2020 for the following Fall selection.
- d. Regina Miller: Curriculum – new course and prefix for Abnormal Psychology.
- e. Anne Angstrom: QEP will meet next week via Zoom.

XII. Advising Update: David Koehler is completing Advising appointments over the phone and internet. Course credit reviews will continue with the same calendar and students may complete electronically.

XIII. Field Experience: Elizabeth Perdomo reported she is in touch with Districts and students. An email and announcement will go out to students regarding the next Field Experience application.

XIV. Adjunct instructor meetings: Joyce Rollins has set up weekly Zoom meetings for our Adjuncts.

The next School of Education Department Meeting will take place on Wednesday, April 1, 2020 at 11:00 via Zoom.

The meeting was adjourned at 11:55 a.m.