

School of Education Department Meeting
Monday, March 16, 2020
3:00 p.m., U-218

Present: Dr. Anne Angstrom, Kathie DiLascio, David Koehler, Dr. Julia Kroeker, Dr. Regina Miller, Elizabeth Perdomo, Dr. Joyce Rollins

Present via Zoom: JoAnne Devine, Laura Osgood, Dr. Kelly Roy, Dr. Caroline Seefchak

The meeting was called to order by Dr. Joyce Rollins at 3:00 p.m. to report to faculty and staff on the measures being put into place due to the Covid-19 pandemic.

I. Dean's Update:

1. Faculty Evaluations: All faculty evaluations are due to Joyce. Form One was due Monday, March 16 and Form Three is due on March 27.
2. Non-essential travel has been canceled.
3. At this time, all campuses remain open for staff and administrators; however, that could change.
4. All ground classes are suspended until March 23. At that time all classes will be online. No classes on campuses until further notice.
5. All campus events/activities have been canceled through 4/3/20. This will be reassessed at that time.
6. May 2020 Commencement and Spring 2020 Pinning has been canceled.
7. All Search Committees will meet via Zoom.
8. Libraries and Academic Services remain open.
9. All meetings have been canceled. Necessary committee meetings will be held via Zoom.
10. SoE faculty, staff, administration: if you need anything from your office, you should come in now and get it. If you cannot come to campus, Joyce will be happy to get what you need and deliver it to your home.
11. TLC is changing schedules to online tools and assessment.
12. Office Hours: All faculty should communicate with students when you are online. You must post online office hours in Canvas. Also, resubmit online office hours, 10 hours per week, to Kathie ASAP. Adjuncts will be encouraged to reach out to students as well.
13. Update to Syllabi changes: With classes going online, it may be necessary to change or make additions to current approved syllabi. Any additions such as discussions, FIRST, see and if that could fit into a current "weight category" such as participation. If possible, don't make changes to categories; however, it may be necessary. Updated syllabi should be resubmitted to Kathie and either Kelly or Anne. These are not being submitted for approval, but rather for documentation of how we continued to meet the academic needs of our students during this change in how instruction was administered.
14. Summer A: think about if your ground class can become online. Changes need to be done before Friday, March 20.

15. There will be a meeting with Department Chairs and Directors March 17.

Meeting adjourned at 3:57 p.m.

/kdl