

School of Education Department Meeting

Monday, August 17, 2020

10:00 a.m. via Zoom

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

1. Welcome: Dr. April Fleming welcomed faculty and staff back to the Fall 2020 semester.
2. Course Modality: Dr. Fleming and Dr. Rollins reported the following:
	1. Dr. Fleming: Classrooms are available for instructors to use to record. Please let Kathie know if you would like to reserve a classroom for this purpose.
	2. Dr. Rollins reported on Blooming with Zoom. She is a facilitator for the certification. She recommended all faculty and adjuncts take the course and become certified even if you are not teaching Live on Line or Blended Live on Line currently. If you need the link to register for the certification training, please let Dr. Rollins know.

1. Office Hours: Dr. Fleming reported:
	1. Office Hours for Fall 2020 semester may be done virtually by using Zoom or Canvas Conference.
	2. If you do virtual office hours, please put the link on your Office Hours that are on your office door and provide link to Drs. Fleming and Rollins.
	3. Office Hours held in your office on campus are also permitted. Please adhere to FSW face covering and social distancing policies.
	4. For ground and blended courses, five office hours may be virtual and five office hours will be done in your office on campus.
	5. Please send office hours to Drs. Fleming and Rollins and copy Kathie DiLascio. Once Dr. Fleming signs them they will be posted on your office door. Office Hours template can be found on Document Manager.
2. Evaluations: Dr. Fleming reported:
	1. A new platform is now being used for evaluations and portfolios called “Portfolium”.
	2. This year Drs. Rollins and Roy need to complete portfolio.
3. ARC Grant: Dr. Rollins:
	1. Reminded of the November 6, 2020 deadline and encouraged all to participate.
	2. Dr. Angstrom asked that faculty please reach out to her with questions about writing proposals.
4. Department Monthly Meetings: Dr. Fleming reported:
	1. The School of Education will hold our monthly Faculty and Staff meetings via Zoom on the second Friday of each month at 10:00 a.m.
	2. Please send agenda items to Kathie DiLascio no later than the Wednesday before the meeting each month.
	3. Committee Updates do not need to be sent as agenda items.
	4. Dr. Rollins would like to have breakout sessions at the end of each monthly meeting.
	5. Please send Kathie DiLascio your written report to be included in minutes. This will ensure accurate minutes.
5. Dialogue with the Dean: Dr. Fleming reported:
	1. She would like to meet via Zoom with each faculty member at which time you can share your vision, ideas and projects for the SoE.
	2. Please email Dr. Fleming with your availability the week of September 7, 2020.
6. Student Packets: Dr. Rollins reported packets are being made for student pick-up from Drs. Angstrom, Rollins, Seefchak and Professor Valuta for Mini-A classes. Kathie DiLascio, David Koehler and Elizabeth Perdomo volunteered to be available to help with packet pick-up and any student needing to get an SoE polo shirt.
7. Adjunct Meeting will be held Tuesday, August 18, 2020 at 4:00 p.m. via Zoom.
	1. Syllabus and social distancing will be reviewed at this meeting.
	2. Update on Field Experience will be reviewed at this meeting.
8. Field Experience: Elizabeth Perdomo reported
	1. The following students will be placed in local schools in Fall 2020 semester: Final Interns, Practicum II students, some Practicum I students and some Foundation students. Liz will put together and send out to all once everything is finalized.
	2. Dr. Roy asked about ECE students being placed. She will send Liz a list of students for placement.

The next faculty and staff meeting will be held via Zoom on Friday, September 11, 2020 at 10:00 a.m. Dr. Fleming will send the link.

The meeting was adjourned at 11:50 a.m.

/kdl