

School of Education Department Meeting

Friday, February 12, 2021

10:00 a.m. via Zoom

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

Approval of January 8, 2021 minutes: JoAnne Devine moved to accept the minutes as distributed. Kelly Roy seconded the motion. The motion carried and the minutes of the January 8, 2021 department meeting were approved as distributed and placed on Document Manager.

Administrative Announcements/Updates: Dr. April Fleming reported:

1. COVID: All campuses are currently seeing a rise in the number of COVID cases, this includes our Collegiate High Schools.
2. Fall 2021 Schedule: The Fall 2021 schedule will look similar to the Fall 2020 schedule with the current five teaching modalities. Administration would like the face-to-face classes to be at 50%; however, due to the problem with availability of vaccines, the School of Education will continue with the same number of Online, Live Online, Blended and Blended Online classes for Fall 2021.
3. Office Hours for Fall 2021: Have not heard how Office Hours will be affected for Fall 2021 semester; they may stay the same as they are currently. Will report on this when the information becomes available.
4. Spring Commencement 2021: There has been one meeting so far. The plan is to hold Commencement in person at the Arena on Friday, April 29 and Monday, May 4 with multiple ceremonies and 50% capacity. Each graduate will be allowed a limited number of guests. The AA graduates will be split into two ceremonies along with the AS graduates. The School of Health Professions will have its own ceremony. The School of Education and The School of Business and Technology will have a ceremony; however, the School of Education may have its own ceremony. All this is preliminary information and may change.
5. Change of Leadership: Dr. Tom Norman is currently the Interim Dean of The School of Health Professions and The School of Business and Technology. A search will be underway to hire Deans for these two Schools.
6. Black History Month: February is Black History Month. Dr. Fleming celebrated black women poets Amanda Gorman and Phillis Wheatley.

Faculty Overloads: Dr. Joyce Rollins reported that she and Dr. Kelly Roy are working on Summer 2021 schedule. She clarified that full-time faculty who are in good standing have the first right of refusal for overloads when the schedule opens. Once the schedule is set, an adjunct will not be bumped for a full-time faculty member unless it is affecting their load. Adjuncts will probably not be used this Summer as there is enough interest in full-time faculty taking overloads.

Faculty Forms: Dr. Rollins reported Form One is due to Dr. Fleming today and Form Three (goal setting) is due the end of March. Dr. Fleming will begin evaluations so please have your goals prepared.

Syllapalooza: Dr. Rollins reported this will take place on February 26. ELED will meet to look at syllabi on February 26. Course leads need to be there that day.

Awards: Student Life is asking for nominees from each School. In the past the School of Education has nominated an ECE student. The reason for this is the ELED students are recognized at the Pinning Ceremony. A discussion ensued and the group decided they would like to keep the practice as it is and recognize an ECE student.

Enrollment Updates: David Koehler reported on his activities for ELED and ECE recruitment including:

Elementary Education:

1. followed up on all applications for Summer 2021 and Fall 2021 contacting each student every week
2. attended Collier County and Lee County conference call
3. 1 admitted student for Summer 2021
4. appeal meeting and admitted appeal students as decided by the Committee
5. working with the alternative certification population to put in the necessary upper-level division overrides for Spring 2021 Mini B-Term
6. contacted students to make Spring 2021 IRP appointments with me
7. followed up with Elementary Education population that has lower-division requirements to finish
8. held five GKT tutoring appointments

Early Childhood Education:

1. attended ECE meeting
2. 20 advising sessions

General Information:

1. responded to over 250 e-mails (mostly regarding advising)
2. visited all lower division classes on campus
3. sent recruiting materials to all lower division students and faculty

Field Experience: Elizabeth Perdomo reported:

1. Requested all new CT's initial paperwork and will begin to prepare the stipend forms for the spring 2021 semester.
2. All students have been added to Chalk and Wire including new admits.
3. The Job Fair is scheduled for Friday, March 26th from 10:00 am to 2:00 pm. Invitations have been sent and the following districts have confirmed: Lee, Collier, Charlotte, City of Cape Coral Charter Schools, and Charter Schools USA. Still waiting on Hendry and Glades County. Greg Turchetta has been invited to take some photos and perhaps do a piece on our Job Fair.
4. The Field experience application for Fall 2021 will be going out by the end of February. Announcement will be made on Canvas, it will be via Chalk and Wire just like the past semester.

ECE

1. The Collier county student has been placed.
2. Currently working on updating the PD Centers/schools by adding some new sites for students to visit and also reaching out to make sure which centers are allowing our students to visit during the pandemic. Will send it out to Kelly and the ECE professors once it has been compiled.

Committee Reports:

Academic Standards: Julia Kroeker: no report.

Curriculum: Julia Kroeker: no report.

Faculty Senate: JoAnne Devine reported:

1. The following COP was discussed, and a vote will be taken at the next meeting. Members of the executive committee will review this at our next meeting.
2. Procedure Title: Procedure Number: Originating Department: Course Development and Course Redesign for Courses Requiring Online Content 03-0802 Provost
3. Specific Authority:
 - a. Board Policy
 - b. Florida Statute
 - c. Florida Administrative Code
 - d. Procedure Actions:
4. Purpose Statement: n/a n/a 6A-14.0411 (3); 6A-14.0304 Adopted: 06/01/10; 02/05/11; 03/01/11; 10/16/17 This COP defines the process for course development and course redesign for courses requiring online content.
5. Guidelines: Online Course Development, Online Course Redesign
 - a. The course design and development process is crucial to the success of all asynchronous online courses. Course development projects fall into one of two categories: (a) a course that is being developed for the first time as an asynchronous online course; (b) an online course that is being redeveloped due to a quality review, a substantial change in course materials, or a substantial change in curriculum. The process for selecting courses for development is detailed in the Collective Negotiations Agreement (CNA).
 - b. Online courses are created through a collaborative development process between FSW's instructional design team and qualified Subject Matter Experts (SMEs). A component of qualifying to serve as a SME is the successful completion of DEV 101. The full course development process includes the course design planning, creation of accessible course content and a thorough peer-review stage. The successful completion of all course developments is contingent on the timely creation and submission of content by the SME. Project requests submitted less than 20 weeks from the desired term start are not guaranteed to be completed and may result in the postponement of the course development.
6. Procedures:
 - a. To initiate the course development process, the Academic Dean, in collaboration with the Department Chair/Program Director/Program Coordinator, will identify courses for online development in accordance with the CNA.
 - b. One or more SMEs will be selected for the redesign or development based on online certification, online teaching experience, course development experience and interest.
 - c. The SME will prepare a course map using the approved Course Map Template in the Online Course Development Request form. SMEs may consult with the instructional design team and faculty eLearning coordinators for support preparing the course map. The Academic Dean and Department Chair/Program Director/Program Coordinator will review and sign the course map indicating their approval for the online course development. This completed form will be submitted to eLearning using the Online Course Development Request form.
 - d. An instructional designer will be assigned to all approved course developments. The instructional designer will assist the SME with developing a course that meets the expectations of the Quality Matters (QM) Higher Education Standards for Course Design. A project launch meeting will occur between the instructional designer(s) and the SME(s) to create a development timeline and to clearly define the responsibilities of each stakeholder.
7. In order to successfully complete an online course development by the desired term start, the SME(s) agree to:
 - a. Meet the timelines for project development. Reasonable delays may be accommodated.
 - b. Work with the assigned instructional designer to design and develop a course that will meet QM Standards for Course Design.
8. All new or redesigned course developments will be internally reviewed using the QM Higher Ed Rubric and must meet QM standards to be placed on the schedule in accordance with the CNA. Faculty may earn a stipend for a course that earns QM Certification. An official QM review requires internal and external reviews.
9. The faculty senate worked on the following:
 - a. Committee / College Updates:

- i. Curriculum Committee
- ii. Professional Development Committee
- iii. Academic Technology Committee
- iv. Academic Standards
- v. General Education Council
- vi. Learning Assessment Committee
- vii. QEP Steering Committee

10. Information Items:

- a. Climate Survey – this has been approved and sent out to faculty.
- b. Deans' 360 Evaluations

Summer course offerings – Now full-time faculty have first choice of courses.

Learning Assessment Committee: Caroline Seefchak reported:

1. Syllabus Revisions: PD sessions for deans and chairs to review syllabi for "Syllapollaza" are scheduled for the months of January, February, and March 2021. The SoE will meet with Team AASPIRE on Friday, February 26. In the SoE, all course leads should review their syllabi and discuss any possible changes with fellow faculty, chairs, and deans. In addition, faculty should review their course learning outcomes as well as the CREATIVE acronym and consider any changes or refinements they'd like to see.
2. Faculty have been invited to attend the workshop, **Is Your Competency on Course?** Friday, February 26, 2021 from 10:00 AM - 11:00 AM. hosted by LAC Committee and Office of Assessment and Effectiveness.
3. LAC is currently doing Gen Ed Assessment of "Communicate" and "Evaluate"
4. Course level assessments are currently being analyzed. The School of Ed has the option of scheduling a departmental review with Team AASPIRE.

Professional Development: Anne Angstrom reported:

The PD Committee met on Friday, February 5. I was absent from this meeting due to serving as a moderator at the Southwest Florida Symposium on Teaching and Learning, and minutes have not yet been posted. The committee is still accepting rolling proposals given the funding available and the availability of online conferences. In addition, if you paid for virtual conference registration any time after July 1, 2020 and would like to be reimbursed, please feel free to submit an FPD application. Dr. Sarah Lublink just provided the following process for upcoming proposals to faculty today (2/12/21):

1. If you are submitting an application for a virtual conference that takes place in **February 2021 or March 2021**, your application will be funded when it is received, subject to budget availability.
2. If you are submitting an application for **retroactive** funding (anything before today's date), your application will be considered at the March 5th Professional Development Committee meeting and will be funded if there is money remaining after all other applications are funded.
3. If you are submitting an application for **April 2021, May 2021, or June 2021**, if it is received before February 26th it will be considered at the March 5th committee meeting. If it is received after February 26th it will be considered as it is received, based on budget availability.

There will be a college-wide virtual speaker on March 5, 12:30 – 1:30 p.m. The application deadline for April, May, or June travel is February 26.

Quality Enhancement Plan Committee: Anne Angstrom reported: The QEP Committee met also on Friday, February 5. I was absent from this meeting due to serving as a moderator at the Southwest Florida Symposium on Teaching and Learning. Some research sub-committees presented their work; other committees' work will be reviewed in the QEP Committee Canvas course with feedback given to the committee chairs by Monday, February 15.

Faculty Coordinator for the TLC: Anne Angstrom reported: The Southwest Florida Symposium on Teaching and Learning, a partnership with FGCU, was held virtually on February 5. SoE's Dr. Kelly Roy presented with colleagues from

other departments. Thank you to those of you who were able to attend a session or more. The planning committee will be reviewing feedback from participants to discuss its impact on the future partnership.

Thank you to Dr. Rollins for co-facilitating the new Community of Practice on Leadership book discussion of Brené Brown's *Dare to Lead* at January's PD Friday. Our upcoming PD Friday is February 26 and will feature Dr. Seefchak in our Tech Tryout Time Series, where she will demonstrate how to design effective documents in Word.

Academic Research Council: Anne Angstrom reported: The Academic Research Council will meet on Monday, February 15. This is the first of four annual meetings to review requests for the funding of submission fees associated with publications.

ADAptive Services: Kelly Roy reported: Committee did not meet.

General Education Advisory Committee: Kelly Roy reported: Committee did not meet.

Dr. Roy reported that Yolanda Ysles has been selected as the ECE student Achievement Award nominee.

OBOC: Joyce Rollins reported: "Life on this Planet" has been chosen. Faculty will receive a copy of the book and are asked to please read it and consider how it can be used in our courses. More faculty involvement and more School involvement are appreciated.

FL DOE Community of Practice Webinars: Dr. Seefchak reported:

1. The first Community of Practice for the Florida Department of Education, Educator Preparation Unit, was held last Wednesday, January 20, as a Zoom meeting. Colleges and universities throughout the state were represented, and Dr. Seefchak represented the FSW School of Education. The meeting was conducted by Abbey Stewart, Bureau Chief, FL DoE, with a guest speaker on survey usage, Dr. Laura Blasi, from Valencia College.

The topic was Survey Design and Implementation and encompassed survey platforms, survey questions, and use of surveys. There was a PPT presentation and two separate breakout rooms to share knowledge with professionals from other colleges and universities. Requirements for surveys, for Teacher Preparation Programs in the State of Florida, are covered the State Statues. Florida Statute 1004.04(4)(a)4-5 covers program completers' surveys and employers' satisfaction surveys in Initial Teacher Preparation Programs. There is an additional statute covering EPIs; it does not apply to the FSW SoE.

All of FSW – faculty, staff, and students – have had access to Qualtrics for several years. Prior to Qualtrics, many departments had professional access to Survey Monkey. Some Teacher Prep programs still use paper and pencil surveys. While a majority are using online programs, several professionals did not know about Qualtrics and/or had very little knowledge of sound survey design.

2. Next Community of Practice will be held Wednesday, February 17 at 2:00 p.m. The topics are:
 - a. High level FTCE/FELE program outcomes
 - b. Initiatives to assist the testing needs of candidates in response to the pandemic
 - c. FTCE/FELE reports available to our state-approved programs and examinees
 - d. Resources and reports available to faculty to assist with their needs
 - e. Updated timelines for test development activities and faculty involvement

FACTE Sharing Session: Dr. Caroline Seefchak reported:

This FACTE Sharing Session was held on Friday, January 29 at 3:00 p.m. Extremely well done, attended by over 80 participants via Zoom. Shea Quarishi, of Frameworks, presented an overview of Social Emotional Learning SEL, including the core competencies of SEL. There were breakouts for elementary programs and for secondary programs.

Reading Endorsement Competencies Compliance Surveys: Caroline Seefchak reported:

1. Thank you to everyone who has completed the Reading Endorsement Competencies Compliance Qualtrics Survey for this year. Please complete survey even if you are not faculty.
2. Reminder, as part of the State of Florida Reading Endorsement, reading skills are embedded in most of the baccalaureate-level courses and are taught, in the School of Ed, across the curriculum. To document our compliance with this, for the Reading Endorsement, the annual Qualtrics survey will be sent to all faculty and staff of the School of Education. Directions are very explicit. Look for a link to the survey later this month. It is important that ALL faculty and staff answer the survey.

Pinning: Dr. Joyce Rollins reported the Spring 2021 ELED Pinning Ceremony will be held on April 26, 2021 at 4:00 p.m. outdoors. It will be held the same as the Fall 2020 Pinning. All faculty and final intern instructors will attend. Please start to think about award recipients.

Sunshine Fund: Elizabeth Perdomo asked for a volunteer to take over. Dr. Caroline Seefchak will take over this responsibility.

The next SoE Department meeting will be held via Zoom on Friday, March 12, 2021 at 10:00 a.m.

The meeting was adjourned at 11:07 a.m.

/kdl