



School of Education Department Meeting
Friday, December 10, 2021
10:00 a.m. via Zoom

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

Welcome and Approval of November Minutes: Approval of November 12, 2021 minutes: JoAnne Devine moved to accept the minutes as distributed. Kelly Roy seconded the motion. The motion carried and the minutes of the November 12, 2021 department meeting were approved as distributed and placed on Document Manager.

Administrative Updates: April Fleming reported:

1. New hire in SoE ELED Program: Terri Ratini, Faculty, will begin on January 3, 2022.
2. April also thanked everyone for their hard work this semester.

Enrollment and Retention: David Koehler reported:

Elementary Education:

1. Followed up on all applications for Spring 2022
2. 44 conditional admits to the BS ELED Spring 2022
3. Worked with alternative certification population for the Spring 2022
4. set up second Spring 2022 ELED orientation

Early Childhood Education:

1. 33 ECE advising sessions
2. Worked on weekly recruiting lists from Advising for new AS in ECE students for FTIC advising
3. Attended ECE Certificate meeting with Dr. Roy and Registrar

General Information:

1. Responded to e-mails (mostly regarding advising)
2. Initiated a credit review for a readmit student
3. Attended Professional Development and Advising meetings
4. Distributed field experience polo shirts, RED 4519 folders, and KDE materials to students

Field Experience: Sherry Blanset reported:

1. Requested Field Experience placements for newly admitted students.
2. Received all final intern and practicum placements from districts, still working with districts regarding foundation level students (another orientation 12/15). Notifying final interns and practicum I & II students before Christmas break.
3. Received all final intern, practicum I & II, and foundation level evaluations from mentor teachers for Fall of 2021.
4. Assisted Dr. Roy in updating records regarding Early Childhood certifications earned at FSW.
5. At the request of the department, developed an informal evaluation for final interns to begin use Spring of 2022 to eliminate any potential communications/expectations issues.
<https://forms.gle/Am4hMSV1L3LbToCe8>
6. All final intern CTs have been paid, Practicum I&II checks should go out before the break, Foundation level CT contracts are being signed off on by Provost/CFO. All contracts are accounted for at all levels.
7. Further streamlined the process of paying our CTs, while meeting FSW requirements, saving 3-4 pieces of paper per CT. New process in effect Spring of 2022.
8. Developing MOUs with Dr. Roy for Early Childhood, meeting with Hendry first followed by Lee.
9. Working with Dr. Rollins regarding scheduling FSW Mentor Teacher Certification Training on a variety of campuses (need based), offering courses Spring of 2022.

Procedures Updates: Joyce Rollins reported:

1. New Change of Grade Process – See email from Brenda Knight – make sure adjuncts are aware of new process.
2. Requests to keep Canvas Course open – email elarning@fsw.edu; include CRN and date to remain open until

Committee Reports:

OBOC: Joyce Rollins reported:

Spring Kick-Off

1. Wed Jan 12 11 a.m. - 1:30 p.m. all campuses
2. Idea Contest (Dr. Jett and Dr. Harris)
3. International Sustainability Panel -Dr. Cameron and Dr. Maetzke
4. Student / Faculty Led Book Chats-Book Club/Sustainability Club
5. Book selection for 2022-2023 in progress; please participate in surveys etc....

Academic Standards: In Anne Angstrom's absence, Joyce reported:

Academic Standards met on Friday, November 19. Anne was unable to attend due to personal leave. The committee agenda included the sharing of information acquired from those who attended a symposium on academic integrity, as well as continued discussion of college-wide policies concerning academic misconduct.

Academic Research Council: In Anne Angstrom's absence, Joyce reported: The ARC met on Thursday, November 18, to discuss rubric scores for three grant proposals.

QEP: CREATIVE Capstone Course: In Anne Angstrom's absence Joyce reported: The QEP Committee will host a table during the Welcome Week Department Fair on January 5 – 6. Training of faculty who were selected to teach the CREATIVE Capstone course will begin in the spring semester.

Assessment: Caroline Seefchak reported:

1. The Learning Assessment Committee met on Friday, December 3, for the purpose of reader reliability and rubric calibration for this academic year's general education assessment data gathering on the gen ed competencies of Investigate and Think. The actual research and data-gathering, involving all members of the LAC, will begin in mid-February, 2022.
2. The final issue of *DataVersed*, the publication of the Learning Assessment Committee, was emailed in late November. Note that it contains a printable calendar, in the newsletter and available as a separate PDF to download.
3. Team AASPIRE, the Office of Academic Assessment, is available to any faculty member who requests help with creation of assessments, data gathering, and data analysis. A telephone number and email are on the printable LAC calendar.

Faculty Senate: Joanne Devine reported:

1. The Faculty Senate met on November 19.
2. Agenda items included committee updates.
3. Information on the TLC from Gloria Kitchen was discussed with no action at this point.
4. The Climate Survey had 102 responses. These responses will be discussed at a future meeting.
5. Under Faculty updates, recognition was given to Frank Dowd for his role as Secretary of the Faculty Senate upon his retirement.
6. The executive team discussed the proposed changes to the structure of FSW. Since, at the time of this meeting, it was not a public proposal, a special meeting will be scheduled to discuss this further.
7. The Executive team met on Friday, December 3 with the Union Representatives to discuss Dr. Albritton's proposal. It was decided to follow up with a survey to all faculty with more information dispersed to them. The survey was created and disseminated on Monday, December 6.

Curriculum: Julia Kroeker reported:

1. The Curriculum Committee met on Friday, December 3rd.
2. There were a number of proposals for course discontinuations in the nursing program. They are part of a curriculum that is no longer used.
3. Homeland security- new course and certificate.
4. Program and certificate change proposals reflecting FAC amendments will be heard at the Feb. 4 meeting.

eLearning Committee/Technology: Gina Miller reported:

1. ATC met on 11/19, and eLearning met on 12/3.
2. The ATC Faculty Survey was discussed for both eLearning and ATC.

Professional Development: Kelly Roy reported:

1. The PD Committee met on Friday, December 3rd.
2. Funds were distributed for faculty travel for PD and for ancillary PD requests.
3. Please complete the two surveys distributed by the TLC.
4. IT will be taking on the tech. support role for Portfolium, instead of Katie O'Connor. She'll continue providing training in Portfolium.
5. Please check the TLC calendar for upcoming opportunities. It is going through a technological change, so there might be some delays in postings.
6. Discussion ensued about the relationship between the TLC Director and the TLC Coordinators and the Committee.

Textbook Affordability: Kelly Roy reported: This committee did not meet.

GEAC: Joyce Rollins reported:

1. 2022 AAC&U Conference on General Education, Pedagogy, and Assessment – Sheraton San Diego Hotel & Marina a. Virtual -- <https://www.aacu.org/events/2022-conference-general-education-pedagogy-and-assessment>
2. Diversity, Equity, and Inclusion Initiative – Dr. Jett is leading efforts to identify courses that could be considered “diversity courses”; this should be separate from international focus.

Adjourned: 10:32

/kdl

