



School of Education  
October 20, 2023, 1:00 p.m.  
Department Meeting via Zoom

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

**Approval of minutes:**

- September 8, 2023: JoAnne Devine moved to accept the minutes of the September 8, 2023 School of Education Department Meeting minutes as circulated. Kelly Roy seconded the motion. All in attendance approved and the minutes of the September 8, 2023 School of Education Department meeting were approved as circulated and placed on the Document Manager.

**Administrative Updates:** April Fleming reported:

- Fall 2023 FACTE Conference: Joyce Rollins, Anne Angstrom and April Fleming attended the FACTE Conference in Orlando, October 12-13, 2023. Anne Angstrom and April Fleming also attended the SUMMIT following the conference. The conference was well attended.
- FSW Lee campus Open House: Kelly Roy represented the School of Education on October 16. This Open House was geared towards the Baccalaureate programs.
- New Processes affecting faculty:
  - New grade change form will be available in November.
  - Attendance verification will move to an online automated process beginning in January.
- Dean's Meeting: Whitney Rhyne spoke about grants, specifically the Open Door Grant. Students can apply for this grant to help with tuition plus a stipend. April will send all the flyer.

**School of Education Updates:** Anne Angstrom

- Welcome back Sherry Blanset who is responsible for organizing and facilitating today's Job Fair for our final interns.
- Condolences to JoAnne Devine on the passing of her brother-in-law.

- Congratulations to Terri Ratini who has been accepted into the Spring 2024 professional development cohort for preparing to teach IDS 281, CREATIVE Capstone. Kelly Roy will do the same in Fall 2024.
- November Department Meeting: Meeting originally moved to November 17 due to the college being closed for Veterans Day on November 10. Anne asked if we should move this meeting to Wednesday, November 8 or 15 due to meetings already scheduled on November 17. Please let Anne know your thoughts by Monday, October 23.
- FACTE: Joyce Rollins is now serving as the Chair of a special interest group on diversity. A representative from AACTE presented national legislative updates, and the FDOE presented legislative updates:
  - HB 7039 – Student Outcomes
  - Rule 6A – 5.066, Florida Administrative Code
  - HB 1537 – Education, Section 1012.56(7)(b), F.D.
  - HB 1035 – Teacher Apprenticeship Program
- Florida Teacher and Recruitment Summit: This inaugural event was held on October 13 at UCF in Orlando. It was organized by FACTE board members and attended by Anne Angstrom and April Fleming.
- Adjunct Faculty Mentoring and Portfolio: Adjunct faculty who are completing a mini-portfolio this year will be receiving a Canvas invitation to join the course by the end of October. If you are serving as a mentor, please check in with your mentee to schedule an observation that must be completed before the portfolio submission deadline of February 23, 2024. All adjuncts on this list are scheduled to teach in Spring 2024 with the exception of Alan Weiss. JoAnne Devine is the mentor.
- Simple Syllabus: Important updates from Dr. McClinton were sent this week.
  - Dr. McClinton recommends that Spring 2024 syllabi are submitted before December 14, the last duty day of the Fall term. ***Please have your initial draft submitted for review by noon on December 14.*** (There are two duty days after final grades are due on Tuesday, December 12.)
    - Additional reminders: The section entitled “Requirements for Students” should list the names and descriptions of the course assignments, just as it did in our old syllabi. Old syllabi and assignment descriptions are still available in the Document Manager. Please monitor your email for notifications for whether a syllabus has been returned for editing. We are notified when syllabi are still sitting in your “To Do” list in SS; you may need to resubmit two syllabi for the same course if they are different sections of that course.
    - Monday, January 22, syllabus editing will be turned off so that documents are finalized. Changes made after this date should be submitted as a help ticket through [help@simplesyllabus.com](mailto:help@simplesyllabus.com).
- Compliance Assist: Please stay tuned for information about our responsibilities for developing goals for the 2023-24 academic year. Dr. Seefchak and Dr. Angstrom are meeting with Dr. Monique Harrington, our Effectiveness Coordinator from Learning Assessment, on Monday, Oct. 23.

- Online Teaching Excellence, Coordinator Position: Dr. Roz Jester. 3-credit course release; for the remainder of the academic year. If you are interested, please let Dr. Fleming or me know today. There is a link to a “Statement of Interest” form that requires dean approval.

**Enrollment and Retention:** David Koehler reported:

- **Elementary Education:**
  - 20 students conditionally admitted to the Bachelor of Science in Elementary Education program for Spring 2024
  - worked with alternative certification population to put in the necessary upper-level division overrides for the Spring 2024 registration period
- **Early Childhood Education**
  - 27 ECE advising sessions
  - worked with Director of Advising to set up two ECE FTIC events
- **General Information**
  - responded to over 500 e-mails (mostly regarding advising)
  - 3 GKT prep appointments
  - handed out field experience polo shirts and lanyards
  - attended the Transfer Fair event on the Lee campus
  - attended three Field Experience Partnership meetings
  - will conduct Elementary Education orientation for new admits on 10/23/23
  - visited two lower-division classes on Lee campus for recruiting purposes
  - attended Scheduler’s Meeting
  - attended SAP training with Financial Aid
  - attended KDE induction
  - attended Lee Tran mobility presentation and posted pertinent information

**Field Experience:** Sherry Blanset reported: **ELED:**

- 59 foundations students placed, entered into Anthology
- Job Fair, October 20: 9 District or Charter partners attended to facilitate interviews/conversations; all attendees received at least one offer
- held Practicum I & II CT orientations
- met with 11 CTs via Zoom to facilitate Anthology evaluations
- conducted our first CT Renewal Training (Lee)
- held 2 Intern Orientations, 59 applications across 6 districts
- contracts processed for CTs of final interns
- met with Lee regarding Internship Certificates
- maintained communications with school partners for EDF 2005 visits
- resolved student/CT field experience issues as needed

**ECE:**

- updated contacts for Student Observation visits

**In Process:**

- EDF 2005 observations for Spring 2024
- monitoring hours and evaluations
- CT payments
- District partnerships/relations
- ECE Observation Opportunities list

**Committee Reports:**

**AI Excellence Committee:** Anne Angstrom reported: met on Oct. 3. There was continued discussion about how to provide information about AI to both faculty and students, particularly around data security. Faculty are encouraged to enroll in the “AI Toolkit” located in Canvas to find additional support, as well as attend workshops offered by the CTLE.

**Academic Standards:** Anne Angstrom reported: met on Oct. 6. Dr. McClinton was present to offer clarification regarding the status of the process document the committee worked on last year given there have been changes in leadership. All Maxient reports are now going directly to Dr. April Palmer. The committee also would like the opportunity to understand what its role is in relation to the role of the AI Excellence committee. It was suggested that Dr. Jester attend Academic Standards next month to offer clarification. Bill van Glabek also suggested that the committee review handbooks that departments have for the purpose of identifying inconsistencies.

**Faculty Senate:** JoAnne Devine reported: JoAnne Devine: met. Committee reports were given. The only new business was a discussion about how the new contract is being followed with specific comments about the Faculty Senate President not being paid as stated in the contract. Executive board met only for a few minutes to discuss the plan of action.

**Curriculum Committee:** Julia Kroeker reported: met on September 15. FSW will begin offering a Physical Therapy Assistant Program.

**ATC:** Regina Miller reported: met on October 6. Discussed Regular and Substantive Interaction (RSI) in online courses.

**GEAC:** Joyce Rollins reported:

- Dr. Shawn Moore of the English department came to discuss developing a Technical Writing course. (This would be ENC 2110.) A course like this may be beneficial to students in SoBT, SoPAS, or SoHP.

- The question of Writing Intensive courses came up. Currently, students need 6 credits of writing intensive courses in ENC and 6 credits of writing intensive courses in Humanities or Social Sciences. Please have a discussion with your departments about the possibility of opening the writing intensive designation in other areas (in the sciences, for example). (We spoke in the meeting about how GEAC has discussed this before, but we got interrupted and haven't settled this topic.)
- Here is the list of courses that the State is listing as CORE.  
General Education Core Course List 2023-2024 (fldoe.org)
  - In your department meetings, you may want to discuss the other courses that we offer as gen ed and see if they are also considered gen ed at other Florida institutions, just so that we can be aware. (For example, at FSW we offer LAH 2022 as gen ed, and no other institution does.)

**OTOC:** Joyce Rollins reported:

- Screening of Marcel the Shell on Tuesday, November 7 at 6:00 p.m. The film will be shown concurrently at the Charlotte and Lee campuses and via Zoom. At 7:45 p.m. there will be follow-up discussion on themes in the film, including happiness, community, grief, and belonging. Zoom participants are welcome to attend and participate in the post-film discussion.
- Theme suggestions are welcome (up to 25 themes will be considered). Decision will be made at the November meeting. Suggestions from SoE include: perseverance, peace, importance of lifelong learning, integrity.

**KDE:** Joyce Rollins reported:

- Strong membership with active members across all levels including EDF 2005! Please submit ideas to Joyce to discuss with Officers before going directly to them. Currently committed to 3 Fall festivals; Salvation Army in Collier and Lee; support of Job Fair; Harry Chapin Food Bank; Foster Homes support.

**Professional Development Committee:** Kelly Roy reported: Professional Development Committee met on October 6<sup>th</sup>. All requests were funded. Ancillary Funds are available now for non-travel related PD expenses. Our Committee Charge was updated to reflect the change in process from hard copies to electronic and Provost to VPAA.

**Library Advisory Committee:** Caroline Seefchak reported:

The Library Advisory Committee Meeting was held on August 17. Most of what Dr. Tim Bishop told members of the School of Education was included in the discussion. The Library has the ability to scan textbooks for students to be able to check out and use as eBooks. If you want to do this, have a copy of your text to give the Library to keep for copyright purposes.

**Learning Assessment Committee:** Caroline Seefchak reported: The committee has met two times this academic year and has created a new mission statement. The LAC has changed since the College added the position of Effectiveness Coordinator, faculty members who will now oversee assessment as its data are entered into Compliance Assist. Individual departments or schools do not necessarily have their own Effectiveness Coordinators. Many oversee several departments. Monique Harrington is the Effectiveness Coordinator for the School of Education. The LAC will continue as a committee but will be mostly for the creation of professional development and for communications in assessment. *DataVersed*, the LAC newsletter, will continue once or twice each semester. Also look for information on the updated Assessment 101 course on Canvas.

**Reading Endorsement Matrix 2022:** Caroline Seefchak reported: The FSW State College School of Education Reading Endorsement Matrix was submitted a month early, last summer, pursuant to the directive of the FL DOE's *Just Read Florida*. Feedback has been received on 138-page document that includes a request for revisions in some texts and materials that are no longer deemed acceptable by the FL DOE. In addition, several broken links were asked to be fixed, and assessment of final interns was asked to be clarified with more specificity. Caroline will have this done no later than the first week in December.

Meeting adjourned at 2:10 p.m.

/kdl