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**MEETING MINUTES**  
**August 22, 2012**  
**6:00 P.M.**

Meeting commenced at 6:00 P.M.

In attendance: Dr. Erin Harrel, Professor Joyce Rollins, Dr. Christy Duda, Dr. Regina Miller, Professor Mary Robertson, Dr. Cathleen Dohney, Kristin Corkhill, Professor Elaine Schaeffer, Barbara Miley, Dr. Ann Angstrom, Professor Jacqueline Curls, Professor Susan Golubock, Professor Virna Mandarino, Dr. Marjorie Wilson, Professor Darline Pinheiro, Professor Mary Scott, Michele Propper, Professor Joyce Dye, Professor Joyce Peek, Dr. Brian Botts, Professor Peggy VanVoorhis, Professor Ofelina Patten, Professor Stephen Bedford, Dr. Martin Tawil, Professor Mary Ellen Schultz, Professor Patricia Ardigliano, Professor Donnalee Washburn, Professor Mary Harder, Professor Grace Campbell, Dr. Tom Michel, and Professor Kristina Kaye.

- I. Professor Rollins welcomed everyone and introduced new faculty and staff. She noted that enrollment is down college-wide and we are not offering as many classes as in previous semesters. She also noted that we will have graduates from all of our programs in the spring and our placement rate is almost 100%. The principals in the area districts are very pleased with our students.
- II. Dr. Harrel stated that she also received numerous calls during the summer from principals regarding how pleased they are with our graduates. She also thanked everyone for their commitment and dedication to the department and programs. She stated that we will begin to collect the Recency of Experience form again for it is important for us to stay up to date with our experience and to have it documented.
- III. Professor Rollins reviewed a PowerPoint presentation that included 2010/2011 SIR II data and data from the department that had been collected. She stated that two goals were formed from the data: increase the use of technology by faculty and students and utilize information from student dispositions to help them develop as educators.
- IV. Professor Rollins stated that several faculty had expressed concerns regarding our students' weak writing skills. She asked everyone to be aware and to encourage our students to utilize the Writing Center, possibly use anonymous works as lesson examples, ask students to edit their work or use peer editing, and explain our processes to writing. It was

suggested that we may be able to schedule a workshop through the Teaching and Learning Center (TLC) in the near future.

- V. A discussion took place regarding plagiarism and how it might be prevented. It was mentioned that sources such as Turn It In and grammarly.com are available and helpful.
- VI. Professor Rollins reminded faculty to use the most current syllabi template (available within the document manager in the portal) for completion of their syllabi.
- VII. Professor Rollins stated that attendance verification opens on August 31<sup>st</sup> and closes on September 4<sup>th</sup>. Please complete the attendance verification so that students may receive their financial aid.
- VIII. Professor Rollins asked that faculty be mindful of their turnaround time for assignments.
- IX. Professor Rollins stated that the laptops are still available for checkout.
- X. Professor Rollins stated that the Curriculum Library had been worked on over the summer and was much better organized and stocked with supplies.
- XI. Professor Rollins referenced the folder that had been provided and asked that the contact information sheet be returned before leaving.
- XII. Breakout sessions took place.

The meeting concluded at 8:30PM

Minutes submitted by Barbara Miley