

**Saint Mary's College**  
**Education Department Meeting Minutes**  
**August 17, 2011**

**Announcements**

- The Department warmly welcomed Amy Gillan to the department.
- Insook will have two students to assist her during welcome week.
- MaryAnn shared information from the Council of Chairs.
- Members are to let Mary know if they need any supplies.

- I. MaryAnn reviewed the advising assignments.
- II. Department members were asked what committees they wanted to be on and let Mary know.

Kitty and Nancy offered to attend Activities Night on Wednesday, August 31.

Discussion was held about student assistants. We decided to keep the ones we had last year.

We scheduled a Senior Portfolio workshop for Step 3 candidates to prepare them for the Portfolio Presentations on Standard 3.

Karen explained the latest licensing changes.

We have our Assessment Retreat scheduled for all day on August 24.