

**Saint Mary's College**  
**EDUCATION DEPARTMENT**  
**FACULTY MEETING MINUTES September 21, 2011**

Faculty members in attendance were: MaryAnn Traxler, Insook Chung, Jayne Fogle, Amy Gillan, Kitty Green, Nancy Turner and Karen Van Meter.

The meeting started with reading the minutes from several meetings. With corrections noted the minutes for August 17<sup>th</sup>, Fall Assessment Retreat, August 24<sup>th</sup>, Institutional Research meeting, September 7<sup>th</sup>, and Teacher Education Council, September 13<sup>th</sup> were approved.

**Announcements**

- The spring class schedule has been submitted. The deadline for room choices is October 5<sup>th</sup>.
- On Oct. 10<sup>th</sup> at 7:00 p.m., in Carroll Auditorium will be a presentation on the experience that two Education students and three Nursing students had in Uganda.
- MaryAnn and Nancy will be presenting in Ireland, September 27-October 2<sup>nd</sup>. They will also look at a program for students who would like to study abroad in Ireland during spring break.
- Three students may be chosen for the Uganda summer program.
- A survey will be done with the juniors to see who would be interested in going to Niagara.
- The Teacher Education Council met on September 13. Minutes from that meeting are included. The next meeting will be October 11<sup>th</sup> at 3:30 p.m. in room 254B Madeleva.
- The Cooperative Council will meet on October 13<sup>th</sup> in Room 254B Madeleva.
- Annual Faculty Reviews will be submitted by MaryAnn on September 26<sup>th</sup>.
- Sister Sophia (Chemistry) and Karen Van Meter will be visiting senior secondary education students in their field placements this week.
- New hours for the Learning Tree: Monday – 4:00-6:00; Tuesday – 9:00-6:00 (limited time in a.m.); Wednesday – 12:00-8:00; Thursday – 12:00-8:00.

**Agenda**

- The new full time faculty position was approved. The deadline for accepted applications will be November 18<sup>th</sup>.
- Placements are all completed. Karen mentioned transportation is getting to be a big problem. Student teacher evaluations need to go to Karen.
- Nancy Turner presented the version of the Education Portfolio guidelines that had been revised after the May 2011 retreat. She highlighted the changes that had been made, such

as altering the Conclusion to a Post-Critical Reflection paper. Discussion among the faculty focused on slight changes to the wording in the guidelines and specifically, the addition of an artifact in Section Two – Actual Teaching; this artifact is a lesson plan which has been taught during the first part of the yearlong internship (fall semester). As part of the requirements for the portfolio during the fall, students would present the artifact. Faculty agreed that the lesson plan submission and presentation is still a good option and would provide assessment data on student performance at a critical checkpoint, but raised concerns about alignment to the Specialized Professional Association (SPA) standards. It was decided faculty would examine the SPA standards and that the issue of alignment would be specifically addressed at a future department meeting. A tentative November 18 presentation date was agreed upon.