

Teacher Education & PL&I Combined Department Meeting Minutes

Date: September 18, 2026

Recorded by: Whitney Pope

Announcements

Baldwin County Teacher of the Year Banquet

- The College of Education has tickets available for the Baldwin County Teacher of the Year Banquet.
- Two additional faculty members are needed to attend.
- Interested faculty should notify **Dean Sartin**.

Early Career Faculty Meetings

- Early career faculty are asked to inform **Dr. Mizelle** of preferred times for monthly meetings.

TEDx Presentation Recognition

- Congratulations to **Dr. Mugayitoglu**, who has been selected to present at a TEDx event.
 - **Event Date:** Tuesday, November 10, 2026.
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Respondus Overview

Presented by Dr. Gannon

Purpose

- Respondus LockDown Browser is used to secure online quizzes and exams.
- The application helps limit the use of AI tools and other unauthorized resources during assessments.
- Students must download and install the software before beginning quizzes or exams.

Important Notes

- GCSU uses a unique version of Respondus.
- Versions downloaded from other institutions will not work.
- Students may need to uninstall a previously installed version and install the GCSU-specific version.

Troubleshooting Recommendations

- Create a practice quiz so students can verify that Respondus is working before a graded assessment.
 - Develop a one-page guide with installation and troubleshooting instructions.
 - Review setup steps and check for error messages if technical issues occur.
 - Verify Respondus settings when copying or duplicating quizzes into new course sections.
 - Chromebook users may need to clear cookies and cache to resolve issues.
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Leadership / School Sims Discussion

Discussion led by Dr. Reynolds and Dr. Good

Key Points

- Faculty discussed how School Sims connects to curriculum and course content.
- The platform appears to increase student engagement and involvement.
- School Sims provides realistic simulations that help students become more emotionally connected to educational scenarios.
- Faculty expressed that School Sims has been a valuable instructional tool.

Follow-Up

- Questions were raised regarding access to the platform and the process for obtaining access for additional faculty.
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RPIPC Update

Presented by Dr. Toomey

Building Safety and Security Review

- Departments were asked to identify classrooms and offices requiring security improvements.
- Information will be collected and forwarded to Facilities Management for review.

Door Locking Mechanisms

- Discussion focused on replacing door hardware to allow classroom and office doors to be locked from the inside.
- Faculty were asked to identify spaces that currently do not lock properly.

Coordination

- Faculty should work with **Valencia**, Building Manager, regarding building-related concerns.
- Questions were raised about:
 - Teacher Education suite doors.
 - Early College classrooms.
 - Additional rooms that may require lock upgrades.

Action Item

- Compile and submit a list of classrooms and offices that do not lock properly.
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Accessibility Update

Accessibility Support

- **Dr. Berger** was unable to attend the meeting.
 - **Dr. Berglund** is available to assist faculty with accessibility questions and provide support as needed.
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Maker Space Committee

Committee Membership

- The Maker Space Committee is seeking additional members.
 - Faculty interested in serving on the committee should contact **Dr. Toomey**.
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Action Items Summary

Action Item	Responsible Party
Notify Dean Sartin if interested in attending the Baldwin County Teacher of the Year Banquet	Interested Faculty

Share preferred monthly meeting times	Early Career Faculty / Dr. Mizelle
Develop a Respondus one-page troubleshooting guide	Dr. Gannon / Interested Faculty
Explore access options for School Sims	Interested Faculty
Identify rooms requiring lock upgrades or repairs	Faculty
Submit room security concerns to Facilities through appropriate channels	Dr. Toomey & Valencia
Contact Dr. Toomey if interested in serving on the Maker Space Committee	Interested Faculty

Meeting Adjourned.