

## Department of Teacher Education Retreat

Meeting called to order at 12:00 pm August 16, 2018 by Dr. Desha Williams, Chair

**Members present:** Dresha Williams, **Chair**, Connie Rickenbaker, Patrice Spuiro, Stacy Schwartz, Olha Osobov, Betta Vice, Justina Jenkins, Estelle Jacobs, Lyndall Muschell, Rob Sumowski, Donna McNair, Rodden Grines, James Ammons, Clair G, Stephen Wills, Cynthia Alby, Joanne Previts, Nicole Decloutte, Nancy Mizelle, and Bessie Storey

### **Welcome and Introductions: Dr. Desha Williams**

Dr. Williams passed out color rubber band to the faculty to describe what they think.  
Welcomed Dr. James Ammons to our department

### **Kudo**

- Betta – Winner of the Felton Jenkins Hall of Fame Award for Excellence in Teaching from the USG
- Becky and Joe– publication in the Journal of Higher Education Theory and Practice - “Professional Development School Experiences and Culturally Sustaining Teaching?”
- Rob’s PBIS Certificate was approved
- Nancy – Received accolades from Jeanne in CTL on her work with designing her online course
- EC Program Ranking - Best in Early Childhood - # 7
  - Georgia College's early childhood education program has been recognized as one of the top in nation. New rankings released by [Bestvalueschools.org](http://Bestvalueschools.org) have Georgia College's program listed at the seventh best in the country for 2018. The rankings are based on the cost of attendance, the variety of online offerings, student resources and student success, among other factors. Georgia College's Bachelor of Science in Early Childhood Education was the only undergraduate program in the state to make the list.
    - <https://www.bestvalueschools.org/online-early-childhood-education-programs/>
- MAT Secondary Explosion – 145 applicants, 71 admitted as of 7/31...a 238% increase from 2017 (21 admitted)
- Initial prep programs ranked exemplary by PPEMS - GaPSC
- Nichole’s London project was funded by the International Education Center for 2018-2019
- Nancy, Lyndall, Joanne, Stacy, Cynthia, and Holley received support to further their research the Mentor-Led Field-based Model

### **House Keeping**

- Procedural

- Department meeting will be flipped meetings with consent agendas: “TED” Talks
  - Materials will be distributed prior to the meeting. Please review before the meeting. TED Talks will be used for discussion and decision-making
- Minutes will be taken at TED Talks to provide transparency. Please take and publish minutes of all meetings, ie., program meetings
- Please work with Bessie to schedule individual meetings with Desha
- Desha encouraged everyone to set work boundaries and boundaries with their students to promote a health work/life balance. Desha stated weekends are her boundaries. She may work on the weekend, but if she doesn't, it's because she is engaged in a life balancing activity. Desha stated she may send emails on the weekend, but do not expect a response until Monday. If it is an issue that needs immediate attention, please send Desha an email
- Please complete the faculty information form sent by Desha by September 1
- Please the Travel Possibilities form sent by Desha by September 1<sup>st</sup>. This is to assist with budgeting. Unused funds will be swept around March to be reallocated.
- All student files will be centralized. Research files will be kept with the professor. Everyone will have access to the file room.
- Student assessment data is maintained on live text. Therefore, we do not have to keep it in paper file. We will keep files for one year after graduation and then shredded. We simply do not have the space to keep files longer.
- Consider using the SSC Campus platform to maintain student files, notes, advisement conversations, etc. Desha will check into the use of the system for faculty
- Use of WebXtender for application review instead of printing transcripts
- There are college fairs for high schoolers interested in becoming a teacher. Let Desha know if you are interested in attending
- Lecturer and limited term can serve as advisors. After discussion, it appears the need for advising assistance is in the MAT Secondary program.
  - I will work with the coordinators to determine what students will be transferred to who

### **School Partners**

- In an effort to provide reciprocity to our school partners, a discussion on the idea of providing PD to schools and use departmental funds to pay faculty to deliver the PD. No cost will be incurred by the school.
- ***Motion to present this idea to Dr. Peters and move forward if approved was made by Dr. Joanne Previts, Motion carried unanimously***

### **Offices: Dr. Rebecca McMullen's Office:**

- After a discussion, Dr. Muschell ***motioned*** to have selection of office to be as follow
  - Year at GC
  - Rank
  - Years in Rank

***Seconded*** by Bessie Storey that the years of rank.

***Motion carried unanimously***

### **Data Room**

*Dr. Williams Discussed*

- To create a data room under a lock in key for all students file.
- We will keep all admission file in the Teacher Education Suite
- To Keep papers down we can upload, student's files, notes, documents on Office 365 or SSC
- This can save on making copies and files from being misplaced
- Remember all files are subject to open records.
- Files that are more than 2 years old will be shredded.

**Recruitment:**

Ungd-EC/2 seniors, 2 juniors,  
 SPED 2 Sr and 1 junior  
 MG 1 Junior

Should we start recruiting students for our programs since we have the passion and the knowledge?

**Advisor Hold:** Adviser need to check to make sure that Advisor Hold if Off in order for students to registers.

- Dr. Williams name will be listed as the advisor for the limited term faculty in the MAT program
- Dr. Lyndall Muschell will be the advisor for Ms. Estelle Jacobs-Limited Term.

The department won \$2,500 for the GC Teaching award. Dr. Vice inquired whether the department had received the funds. Desha will check

**Instructional Items**

- Live Text is very important. Please input all assessment data
- Please reduce copying. The department was \$3000 over budget in copying for FY 18, that will come from FY 19 budget. Please use D2L for courses for items to distribute to students or small printer on the counter
- Please be conscious of the cost of books you require of students
- Be sure to read the Freedom of Speech statement in the requirement for syllabus link. At this point, the freedom of speech statement is optional.
- The Library will have workshop copyright regulation – see Library website for workshops
- Be sure to make materials accessible
  - <https://wave.webaim.org/> - determine if website is accessible
  - If you would like a syllabus template that is accessible, let Desha know
  - Save documents as .pdf. PDF files are screen readable.
  - Library Center for Disability has information for student's disability resources You can contact Jeff Dowdy 478-445-0978 also the Library have workshop for copy rights and online.
- Please verify attendance in PAWS by 8/24

- Please provide meaningful feedback to all students before drop deadline. This will give them information to make an informed decision on whether to remain in the course or to withdraw.
- Dr. Williams created a MAT Orientation for Secondary and Middle Grades. Desha will add faculty who are interested.

### **Reflecting on 2017-2018**

- In groups of 4 to write 3 things that you are proud and up to three things you think need some attention for 2017-2018

The following are responses from the groups

#### *Proud:*

- Recognitions – PPEM, Dept. award, national rankings, Betta's award, etc.
- High post-graduation placement rates (jobs and grad school)
- Dept. collegiality

#### *Needs Attention:*

- Telling our story across campus and beyond
- Keeping up with alumni (database)
- Being aware, earlier, of struggling students

#### *Points of Pride:*

1. 30<sup>th</sup> Ann. of Cohort Model and case study development.
2. CMLA Chapter of GCSU selected as host site for Nat'l. Conference.
3. Teacher Ed. = Dept. of Excellence Award for univ.

#### *Needs Attention:*

1. Preparing teacher candidates to support teacher candidates social/emotional needs.
2. Listening to and supporting mental/physical and academic needs of P-12 studs.
3. Promoting teacher candidates' professional advocacy.

#### *Proud of:*

- University, state, and national recognition of faculty and programs
- Collegiality and collaboration
- Strong, positive reputation with public school admin. (field placements and hiring)

#### *Need Some Attention:*

1. Supporting minority students with admission of cohort and matriculation in cohort....
2. # of part-time faculty teaching in programs....
3. Continue telling our story....

#### *Proud of...*

- Teacher Ed. Dept. Award
- Graduate quality
- Climate and culture

*Needs attention...*

- Professional development for online instruction
- Importance of Pre-Ed. Courses and alignment to cohort courses
- Across campus respect for TE and what we do.

*Proud of:*

1. More collaborative system
2. Award!
3. Growth!

*Needs Attention:*

1. Handling growth
2. Continuing collaboration
3. Looking at data through multiple lenses

**Initiatives and Items for Consideration**

- Edthena - Desha
  - Would we like to pilot Fall and Spring with LiveText, collect data and compare?
  - Desha will schedule a meeting for faculty who would like to pilot Edthena
- I-Pad Initiative – Lyndall, Steve, and Joanne
  - How can iPad would be use in the classroom? It will be excellent possibility for assessments model, then paper and pencil. This can assist with problem-based learning. Consider becoming an Apple Teacher. **Questions:** (1) Do we have to check out the iPad? (2) Who will set it up?
- Partnership - Claire
  - Pairing: Senior can help the Juniors to know what to expect.
    - Goals for the Senior and how's they are connected with that student or teacher.
    - Senior buddle was checking on the student and keeping communication with and when they graduate from the program and how they are doing in their career.
    - Juniors and Seniors News Letters
  - Bobcats for books
    - Athletics paired with a candidate. The athlete would read a book to the class. Our candidate would develop a lesson around the book.
    - Claire is looking into having Chic-fa-la sponsor the books.
  - Newsletter
    - If you have stories or pictures. Please send to Sara Weese.
    - Ask candidates for stories and pictures
  - **Question asked:** Do you think that we should have the student personal email?

**Discussions. Cynthia Alby:**

Information about GC Journeys Overview.

- On how we can help our students.

- COE contributions to transformative
- There are Different type of Internships
- Career Planning Milestone
- Capstone
- How might we better use our expertise to support faculty across campus
- There is more information on the GC Journey Overview can be email to you by requested

### **Focus on Our Goals 2018-2019**

- In your group, consider what we are proud of and what needs attention, the initiatives presented and other items, as well as any other knowledge and construct two SMART goals for the department.

### Results of group discussions

TED faculty will participate in professional development of iPads and implement a portion of what was learned in at least 1 lesson.

- Determine a specific platform and develop criteria for virtual observations.
- Have one EDUC course designated as part of GC Journey. (CbEL)

S: Increased visibility of TED across campus and the community

M: (frontpage, local newspapers, newsletters, administrative communication/announcements/website, social media)

A: determine how information is disseminated to media outlets

- Involve students

Promote cross-program relationships and learning:

- Share expertise UST
- Stud-faculty / faculty-faculty
- Highlight cross-program learning activities
- How many CPLA's / yr. or sem.

Faculty will participate in prof. dev. for online instruction.

Desha will synthesize the results into two goals for the department in which the department to vote.

### **The Challenge**

Challenged the music department to a friendly wager on the highest SRIS response rates. The department with the highest rate will earn bragging rights and a bobcat bobble head trophy for the semester.

- Desha reminded faculty of the importance of SRIS and other means of measuring teaching effectiveness.
  - Way to increase SRIS rate
    - Complete during class
    - Appeal to student sense of commitment to education – Making the course better for the next class
    - Tell students you need this information for your growth and annual evaluation
  - Alternate Measures of Teaching Effectiveness
    - Peer Reviews/ Observations
    - CTL Reviews/Observations
    - Chair Observations
- Desha is entered as an instructor in all online courses to learn, "observe" as she would a face-2-face course
- Let's win the SRIS Challenge!

#### **Ways to increase**

- Can we have the student to do it in class?
- How can we make it better for the next group?
- Encourage students
- Working on getting SRIS up
- 50% support for teaching

#### **Other discussions**

- Minutes will be on Office 365
- Wording of dress code in the Initial Candidate Handbook. The group decided on a general statement so further discussion could occur. Completion of the handbook was time sensitive.

*Meeting was adjourned at 3:57pm*