Educational Studies and Secondary Education Meeting, Minutes
January 27, 2014, 3-4P, MCHS 1148

Facilitator: Dr. Ralph Feather
Recorder: Mary Braccili

In attendance: Mindy Andino, Nancy Bauer, Mark Bauman, Denise Coy, Denise Davidson, Diane Elliot, Hussain Fereshteh, Richard Kovalesky, Raymond Pastore, Michael Patte, William Ramsey, Daniel Roesch, Michael Ruffini, William Simpson, Thomas Starmack

1. Approval of Agenda
   The agenda was approved by T. Starmack and D. Davidson with no additions or changes.

2. New Department Secretary
   Kate Falen has been hired as a combined secretary for ESSE and ECAE. She will be working from the ECAE office so please see her there with your requests.

3. First draft of Summer and Fall 2014 Schedules
   Please review and submit changes. Hazleton courses are listed and may be added pending Board action. If you would like to add a course to the schedule, you must have at least 8 students who are committed for enrollment before the course will be considered.

4. Review of New Advisee List
   Please review your assignments within ISIS. Lists should be the most recent and were assigned based upon student’s major

5. Graduation Audit
   This must be addressed immediately. Please review your advisees on this list and update. It is suspected that students are on the list due to errors within ISIS. Reminder: When you approve a course change, you must complete the Petition for Exceptions to Undergraduate Requirements Form (also available on the S drive).

6. Scholarship Opportunities, Secondary Education
   Submissions are due by February 7 to R. Feather. A committee of three is needed. T. Starmack and D. Roesch volunteered.

7. Reminder: New lesson plan format, rubrics and exemplars should be in use. New unit plan is scheduled for implementation in the Fall.

8. Departmental Committees and Reports
   a. Professional Development: R. Pastore. Spreadsheet with observation requirements was sent to ESSE faculty. Performance reviews are due by April 1 so a date for completion will be announced soon. Please note that if you need to be observed, you are to contact the faculty member you wish to complete your observation. Once scheduled, please inform R. Pastore. Temporary faculty must have 2 Fall, 2 Spring, and 1 Chair observation completed.
   b. Search and Screen: D. Davidson. Tenure track search is active and a Full Time Temporary position was approved for advertisement.
   c. Curriculum: M. Bauman. Please forward documents to M. Bauman for review and submission. Fall 2014 requests should be submitted immediately. If online instruction is intended, it must be stated on the syllabus.
   d. Promotion: T. Starmack. Due Monday, February 3 by 4P. Work is completed.
   e. Tenure: M. Ruffini. Letter of Recommendation is completed (M. Bauman) and ready for review by R. Pastore and M. Patte.
   f. Student ASCD: R. Pastore. Two recruitment meetings were held, advertisements made in classes, and tables manned in the union. The group has 12 members. Discussion followed on how to
engage more students. Competition for professional membership in other student groups (KDP, ACEI, PSEA) may be one cause of low turnout. ASCD is affordable ($25), provides professional events, and open to graduate students.

9. **Working toward a smooth reorganization.**
   Ideas should be submitted to R. Feather. Activities will be scheduled shortly.

10. **Scheduling Issues**
    a. For a summer course to run a graduate course needs 8 students enrolled and an undergraduate course should have 12.
    b. Ask students directly if they are interested in courses (i.e. Principles of Teaching).

11. **Open House: Call for Volunteers**
    April 26th: M. Bauman, W. Simpson; March 1st: T. Starmack, D. Roesch

12. **General Education and TracDat**
    N. Bauer shared her experience submitting data for the GEC requirements. Be sure to prepare your data prior to logging in for submission as you will match competencies on the GEC rubric. When linking competencies to exam questions, results should be summative performance. Performance levels will be handled within departments which will decide the benchmark.

13. **Open Forum**
    * Research in Education Course: Credit for Department Paper. If you intend to have an incomplete paper result in a failing grade, you must state this in your syllabus.
    * Office Hours should be posted prominently on your door. If you step away from your office during scheduled hours, please make a note for your door stating where you can be located.
    * Dr. Feather will check on who is able to assist graduate students by entering time sheets and assigning copier codes.
    * All travel forms should go to Stacey Potora for review and then final submission. The mileage rate has changed for the Spring 14 semester so please be sure to use the updated form.
    * No update on budget for the 2014-2015 academic year.
    * Alternative Final Exams were collectively approved by vote.

14. **Adjournment**
    Future ESSE Meeting dates: February 24, March 31, April 28; 3-4P

---

**Document Attachments to the Minutes:**
- Educational Studies and Secondary Education Meeting Agenda, January 27, 2014
- Bloomsburg University Scholarships, Academic Year 2014-15
- First Drafts, Summer and Fall Schedules
- Degree Audits Completed for Fall 2014 Teacher Candidates, Secondary
- Petition for Exceptions to undergraduate Graduation Requirements

To Open: Right click, Packager Shell Object, Activate Contents)