Early Childhood and Adolescent Education
Meeting Minutes
March 3, 2014
2223 MCHS, 3pm

In Attendance:
Ginny Bonomo    Molly Marnella    Caryn Terwilliger
Frank D’Angelo  Cherie Roberts    David Walker
Ingrid Everett  Daniel Roesch    Craig Young
Kali Fedor      Beth Rogowsky    Todd Hoover    Charles Starkey

1. Approval of Minutes (Dr. Starkey)
   a. Dr. Walker made the motion to approve the minutes, Dr. Roberts seconded.
   All voted "aye" unanimously for Dr. Walker's motion.

2. PBIS/MTSS (Dr. Daniel Roesch, faculty member of Edu. Studies and Secondary Ed.)
   a. Dr. Roesch discussed the use of PBIS/MTSS within the COE departments.
   He discussed the benefits found from use in the classroom from his own experience,
   and that modeling it for students in COE in the classroom will have the biggest impact
   on them when they become teachers themselves. There is a call to make this a unified
   front as a College, as it is difficult to sustain this effort if not all faculty members are
   using it within their classes. This has been used by the Exceptionalities department for
   the past two years. In order to measure the impact, they are working to include
   questions regarding PBIS in the Alumni survey.
   b. Dr. Roesch has been working with Dr. Bonomo, and they want to use a team
   approach for faculty involvement. It was suggested that the faculty would need a
   training/professional development to ensure that everyone feels comfortable with their
   level of knowledge of PBIS/MTSS. It was agreed that this could be part of the plan of
   implementation.

2. Advising Students on the Orange Program Sheet for PK-4 (Dr. Starkey)
   a. Students who were admitted in Spring 2012 or prior were advised based on
   the orange check sheet, but certain courses are no longer being offered after this
   semester (ELEMED 214, 218 and 329). Faculty are encouraged to be creative in their
   approach in finding classes that can replace these courses in the future, with approval
   from Dr. Starkey using Exception forms. The faculty discussed as a whole what
   courses could apply to the three that will no longer be offered after this semester.
   b. Outside of substitutions, it was suggested that all PK-4 students be emailed to
   see who has yet to fulfill these courses so that faculty know what the remaining need is
   among current students. It was asked that the secretary send this email as soon as
   possible so these questions could be addressed.
3. Committee Reports

Search and Screen (Dr. Walker/Dr. Roberts)
a. We have been allocated two PCFs with another one coming soon - one is 100% temporary full time, one 50% temporary full time, and the other 25% temporary full time.
b. Dr. Tom Starmack, faculty member the Search and Screen committee for Educational Studies and Secondary Education, has reached out to our committee to discuss how positions should be advertised with the pending merger. Both temp pools for the departments are up for renewal at the same time, and neither have taken action yet on their allocations. It was discussed that the committee chairs should meet to discuss their different processes as an opportunity to learn how the other department proceeds, but recommended that the process for hiring temporary faculty for each academic program may need to stay separate as Secondary Education is more content focused. It was suggested that after the merge, a possibility would be to have one committee with two subcommittees to allow for such differences in the needs of the two programs.

Promotion (Dr. Walker)
a. All promotion materials have been submitted and are under review with the University wide committee

Tenure (Dr. Hoover)
a. No new information to report.

Curriculum (Dr. D'Angelo)
a. Social Studies Methods Class had COE CC today, received some slight edits, which will go back to Dr. Mark Bauman, and then to the Dean, BUCC. This class would be an online/distance education class.

Professional Development (Dr. Terwilliger)
a. 3 temporary faculty members for the department are gathering their performance review materials and observations for the deadline of March 14th.

4. Merger Activities
a. Teambuilding activities through Quest have been set up for Wednesday, March 26th 2p-4p and Monday, April 14th 2p-4p. It was discussed that 3p-5p works better for some faculty, and that these dates need to be confirmed.

5. Open Forum
a. Dr. Walker discussed the importance of having students only hand in copies of their clearances and other paperwork submitted for admission and student
teaching packets. Originals are not required by the department, and will reinforce that students must keep the originals for their own records.

b. Dr. Starkey announced that congratulations were in order for Ingrid Everett on receiving her US Citizenship.

c. Dr. Rogowsky announced that on Monday, March 8th faculty have the opportunity to vote for the University wide committee members. Dr. Roberts is on Honorarium and Sabbatical, Dr. Young is on Planning and Budget, and Dr. Rogowsky is going for Faculty Professional Development. Faculty from Educational Studies and Secondary Education are also going for open positions on committees.

d. Dr. Rogowsky is starting a BU chapter of AMLE (Association of Middle Level Educators) and is looking for a co-chair from the faculty. Dues are to be paid as a write in, and can be claimed as one of your memberships. The first meeting is this Friday, March 7th, 3pm in room 2223 McCormick. All are welcome to join.

e. Dr. Young spoke regarding IRB. If you are doing research/collecting data and using it to present/publish (using it outside the classroom), you must have IRB clearances. It has to be clearly stated in your IRB document that you are going to use the data outside the classroom, or it will be bounced back to you. In order to go through the process online or become an IRB manager, you must do the Citi Training (Basic PI training, do not do extensive). There are 11 modules to complete. This is linked to the national IRB. You will not be able to submit to IRB without uploading your certificate of training.

f. Dr. Marnella announced that Darla Bressler has informed her that our department has $2,251.49 to spend by April 18th to use on books that will be held at the library for public use. If we do not use this money, we will lose it. If you have any books you want to order for the library, send a list to Dr. Marnella, and she will pass it along to Darla.

6. **Adjournment** – The meeting was adjourned at 3:55pm