

Keystone Meeting – November 28, 2006 11:00 am

In attendance: Diane Walker, Jim Allen, Jeff Hill, Steve Wilder, Marc Feaster, Jim Potter, Shyla Anderson, Andrea Markert, Brian Conant, Brad Dearing, Dirk Smid

Call to Order.

Read/Approve Minutes – Jim Potter asked that Jim Allen’s last name be added to the minutes to differentiate between Jim Potter and Jim Allen. Brad moved to accept minutes from October 31, 2006 with this change. Jim Allen seconded.

Informational Items

Subcommittee reports

Standing Committees

Personnel

Student Conduct – no report

Co-curricular – no report

Shared Governance – no report

School Development

Clinical Experiences

Parent School Relations

Ad Hoc Committees

Scheduling – no report

Additional Information Items

Sub-committee Chair Meeting – Jeff met with subcommittee chairs and tried to change goals from a one year process to a two or three year process. Goals were prioritized. The role of the subcommittees in the shared governance process was discussed. The role is of the policy recommenders, and the “doing” part is for the entire faculty to be involved with. We are still trying to work on our BAG (To be recognized as the model school for teacher education in the United States.)

School Safety Plan Update – Steve has a rough draft he has shared with the administrators. After it is discussed among administration, the Safety Committee will become involved and go through the plan in more detail. Jim Potter asked about a door-locking system based on a committee he was on a couple of years ago. Steve said that he is working with Dr. Dean and administrators from Metcalf on the door safety issue. The U-High doors are not all up to code because they cannot be locked from inside. Brad asked if there was any grant money possible.

Laptop-Intern-Induction Initiatives – Updates will be discussed in the faculty meeting in December.

Discussion Items

Professional Development Plan – The Personnel committee reviewed previous forms and format. The goal is to make something practical and meaningful to the faculty member. They wanted the plan to be applicable to each faculty member’s students/classroom, and to share the impact of the individual plans with other faculty

members. They want the faculty member to provide data and discuss individual plans in order to increase the school's capacity. They will work on sample plans for the January meeting, and including this as a topic for the faculty forum. Diane thinks that we need to make sure the plans tie into clinicals. Jim Allen suggested putting "Professional Development is directly connected to student learning" as a bullet underneath "beliefs" in Chapter 5 of the Faculty Associate Handbook. Jeff sees this plan as a very collaborative process.

Revising Scheduling Policy to include three items from School Development

Committee – these would be added into the timeline of the Scheduling process. "Revise the course description book" would be made clear by adding October, November and December items. Diane will make sure that Keith knows about this possible change. Dirk is concerned with the students being placed in the correct classes despite recommendations, and that the classes are not balanced out equally. That is a topic for Keith and the department chairs to discuss. Jim Potter is concerned with students being placed in classes despite not having met a prerequisite. The Keystone Council would like to see the final form, and this will be presented as an action item in the next meeting.

Marc moved to adjourn at pm. Jim Potter seconded.

The next meeting is scheduled for December 12, 2006 at 8 am.