

Colleagues,

I hope this letter greets you well. The summer vacation is quickly ending and before you know it we will be back together, working and collaborating in the best interest of our candidates. This packet of information is lengthy, but entails detailed information to get us started on another successful semester. **Please take time to read this information thoroughly.**

First, I will like to take the time to say that we all wish Dr. LaTisha Smith the best in her new endeavor and that we will continue the work that she started to make the College of Education here at Harris-Stowe State University one of the best in the nation. With that said, several new adjunct faculty members will be joining us for Fall 2013 (pending completion of the Orientation process), one of whom will replace Mr. Harry Cecil who taught Methods of Music. Also, the names of our new Assistant Professor, Early Childhood Education replacing Mrs. Money Guiden and our new Assistant Professor, Elementary Education will be forthcoming. I am certain all faculty members will collaborate with new faculty and each other to ensure we are offering students the best preparation, rigor, and experiences to prepare them to be “Effective Teachers for a Diverse Society.”

**NOTE:\***

All faculty and adjunct faculty, please **access the College of Education website for the following documents.**

There you will find the following documents necessary for the successful completion of your Fall 2013 syllabi and required documents:

- 1) Model Syllabus Document Fall 2013 (which should be the “frame” for all College of education Syllabi)
- 2) Syllabi Requirements Document Fall 2013 (which should be at the end of EVERY College of education Syllabus, including CBASE, PED, and PSY courses).
- 3) Faculty Syllabus Checklist Fall 2013 (which should ensure all syllabi have the necessary components)
- 4) Faculty Information Sheet Fall 2013 (which must be turned in each semester to accompany syllabi and contracts)

**Fall SEMESTER 2013**

Full-time faculty members return to work Monday, August 19, 2013 at 10:00 a.m., in Room 218 of the William L. Clay Sr. Early Childhood Development/Parenting Education Center. We have a packed schedule, and just as we expect our students to be on time, prepared, and turn in assignments on time, so are our expectations for ourselves. Meetings will begin promptly at 10:00 a.m. (Please bring your own breakfast). All adjunct faculty are invited, but not required, to attend. When reporting to campus, the tentative (subject to vary) schedule is as follows:

**Monday, August 18, 2013 (Meet in Clay Center Room 218)**

**10:00 a.m. Department Business and Faculty Meeting**

(The following will be discussed: Committees, Meeting Dates, Syllabi, Faculty Responsibilities, etc.)

**12:00 noon Lunch On Your Own**

**1:00 p.m. - 4:00 p.m. Faculty report to individual offices**

Faculty will work on syllabi and preparations to begin teaching courses on week of August 26, 2013. Dr. Martin will be available during these times for faculty who have completed their syllabi and wish to have them review and signed-off so that you may print and/or upload them to e-Racer for your students. Adjunct faculty may arrange to have syllabi reviewed by Dr. Martin after 5 p.m. Please sign-up for syllabi review with Ms. Lucille Smith (340-3661) or in Room 207 of the Henry Givens Administration Building.

**Tuesday, August 19, 2013**

**9:00 a.m. -- 12:00 noon – Faculty report to individual offices**

Completion of course syllabi for Fall 2013

**12:00 noon Lunch On Your Own**

**1:00 p.m. Syllabus Conferences (Clay Center Room 228) (Open schedule 1:00-4:00 p.m.)**

All Full-time faculty need to bring an electronic copy (disc/jump drive) of their syllabi to the Conference. You will walk Dr. Martin through each syllabus for your course using the checklist. Upon verification of your approved syllabi, they will be signed-off, and ready for you to print and/or upload to your courses for your students.

**Syllabi Due to [martinv@hssu.edu](mailto:martinv@hssu.edu) and cc: [smithl@hssu.edu](mailto:smithl@hssu.edu) for all faculty including CBASE faculty and Student Teaching), by 5:00 p.m. Tuesday, August 19, 2013. Dr. Martin will evaluate CBASE syllabi. Mrs. Dwellingham will evaluate Student Teaching syllabi.**

**Syllabus Checklist:**

- Syllabus includes right semester?
- Syllabus includes contact information and office hours
- Syllabus includes HSSU Student Learning Hallmarks
- Syllabus includes College of Education Hallmarks
- Syllabus contains unit Conceptual Framework and Assessment System
- Syllabus contains all pertinent information (i.e. course description, rationale, assignments, academic honesty, differentiated instruction, disability info, alignment with hallmarks, conceptual framework and Common Core State Standards, Praxis II information, etc.)
- Syllabus contains point breakdown, percentages, and letter grade correspondence
- Syllabus contains calendar with dates, readings, assignments, and due dates
- Syllabus contains copies of scoring rubrics for major assignments
- Syllabus contains reading day and final exam information (**must be the same as posted in the University course schedule**)
- Syllabus contains the required syllabi document for CURRENT semester
- Syllabus contains updated bibliography/references information with sources from 2010-2013.

**Colleagues: Do not wait until Monday, August 18, 2013 to begin looking at and planning your syllabi. If you begin now planning your activities and calendar, you will hopefully have a smooth transition when working on these items.**

**Wednesday, August 21, 2013- Friday, August 23, 2013**

9:00-4:00 p.m. Faculty and Professional Staff Institute (Clay Early Childhood Development/ Parenting Education Center, Room 204)

**Thursday, August 22, 2013 (Please reference memo from Academic Affairs for other scheduled activities for Thursday)**

11:30 a.m. – Rites of Passage

2:00 p.m. – State of University address by President, Dr. Albert Walker

### **ADDITIONAL DEPARTMENT INFORMATION**

**Adjunct, please remember to work with Ms. Lucille Smith (Secretary) to get copies of past syllabi for the courses you have not taught and will be teaching this semester (If you have not already done this).**

**\*\* This mailing has an attached list of the textbook that has been adopted for the course you will teach. If the addition has changed and you are in need of the correct text that your students will have, please contact the book publishers to request the desk copies for your required textbooks now and to ensure you have updated versions of new editions (If you have not already done this).**

**CBASE instructors, make certain to administer the Pre and Post tests, as we will need to gather this data to support our CBASE program. If you have not already done so, please forward your pre and post data from last semester and summer. All I need are the students names, pre and posttest scores, and which session they attended (i.e. Spring 2013, Summer I 2013, Summer II 2013etc.) Thank You.**

### **COURSE SYLLABI**

All faculty should have the most recent version of the syllabus from the courses to work from, when revising your syllabus for this semester. It is imperative that you include the new Syllabus Requirements Documents (Refer to web link provided or contact [martinv@hssu.edu](mailto:martinv@hssu.edu)) each time, and not use the one from the previous semester, as information will change from semester to semester.

Also, please be reminded that in compliance with the expectations for the University, all syllabi must list the Hallmarks for Student Learning and the specific outcomes developed by the College of Education. Again, refer to the syllabus checklist.

### **CONTRACTS**

Prior to signing your contract, facilitated by Ms. Lucille Smith, all faculty must have turned in, prior to signing, the following:

Electronic copies to [martinv@hssu.edu](mailto:martinv@hssu.edu) w/cc: to [smithl@hssu.edu](mailto:smithl@hssu.edu) of all syllabi for the courses you are teaching

New or Updated Faculty Information Sheet

Signed Time Sheets (which can be obtained from Ms. Lucille Smith)

Returned books, purchased by the College for classes you taught (and/or no longer teaching), that you did not order directly from the textbook publisher

## **FACULTY MORALE AND COMMRADRIE**

Regular social time is needed to have an opportunity to relax and develop interactions. As such, the College of education makes an effort to host various activities for faculty members to engage. The activities will be announced throughout the academic semester.

Also, the College of Education will invite and sponsor faculty admission to some of the campus sponsored and alumni association events. Whenever possible, the College of Education purchases tickets and donates them to faculty on a first-come, first serve basis. Come out and be involved. Our students love to see us outside of the classroom structure.

## **MONITORING FIRST AND SECOND YEAR STUDENTS AND RECRUITMENT:**

- ❖ Even though Dr. Veola Martin will continue to serve as a College of Education advisor for first and second year candidates during the transitions in the College of Education, all faculty will be asked to work closely to be sure once potential College of Education candidates are identified, they are encouraged and maintained as future educators. Dr. Martin will work with Admissions to contact, support, and refer candidates who identify education as their major upon admission. We hope early intervention will keep these candidates on track with meeting the responsibilities necessary to be admitted to the teacher education program.
- ❖ **All faculty are strongly encouraged to attend at least one admission visit this semester with the Office of Admission to promote the College of Education and especially our Secondary Programs. Please feel free to contact Admissions to see what dates they have available.**
- ❖ We will continue to offer Fall and Spring Professional Development opportunities for our candidates. As well, we want to emphasize all our department's organizations and teacher education sponsored activities. Please encourage increased student involvement with Kappa Delta Pi, Student NEA and TEACH, Girl Scouts, and getting involved in Service Learning Projects and other volunteer opportunities with schools and other community organizations.

These opportunities will be announced continually as they become available. Continued assistance will be needed from faculty to share this information with candidates in their courses/classes.

## **COLLEGE OF EDUCATION NEWSLETTER**

Launched Fall 2010, the College featured its own publication, The COE Chalkboard. Faculty will continue to be solicited for articles, tips, announcements, and pictures for this wonderful newsletter, highlighting the great work that we do. Look for the *Spring 2013 edition* of the *COE Chalkboard* coming to a computer near you soon.

## **COLLEGE OF EDUCATION WALL OF FAME**

If you have not already done so, please contact Bob Morrison in the Media Lab to have your professional photograph taken for the College of Education "Wall of Fame" that is displayed outside 207/208. Bob can be contacted for an appointment at morrisob@hssu.edu, 314-340-3638, or his cell at 314-707-6403. Each photo session takes approximately 15 minutes. (This is in addition to the University photo you will take for your HSSU ID the day you come in for orientation with Human Resources).

### **ADJUNCT FACULTY ADDITIONAL INFORMATION**

All adjunct faculty members (new and returning) will be required to attend the mandatory Adjunct Faculty Orientation- Thursday, August 22, 2013, 6:00 p.m., **Clay Early Childhood Development/Parenting Education Center Professional Development Room (204)**.

Additional information and invitation will be forwarded to you from the Office of Academic Affairs.

### **COLLEGE OF EDUCATION NEW ADJUNCT ORIENTATION**

In addition, all new adjuncts should contact Ms. Lucille Smith ([smithl@hssu.edu](mailto:smithl@hssu.edu); 314-340-3661) to get the most recent hard copy and electronic copy of the syllabus for the course you are teaching (if you have not already done so). **Please note the required text books for your course, as you will need to contact the book publisher/company to request your desk copy of the texts. The College can no longer afford to purchase your text from the bookstore. These are student copies and accumulate an expense. Please order your texts now, so they are available for the start of classes!**

**New faculty** (adjunct and full-time) will also need to contact the MIS Department in Room 014, to get trained on how to access your email, e-Racer, and myhssu accounts. These are all critical to your success and the students' success at the institution.

### **COMMUNICATION**

**I cannot stress this enough- It is IMPERATIVE that you make it a part of your daily routine to check your HSSU email account. Pertinent information and University correspondence will be sent through this medium- not your personal account.**

**Failure to do so makes *our* work more difficult, and also causes students to miss out on valuable information that you did not read to communicate. It is a responsibility of yours to check your emails from the institution on a regular basis. This will be included as part of your evaluation process for continued employment.**

***\*\*The goal of the College of Education this semester is to be proactive, not have the COE listed on any outstanding request for reports and make sure our candidate have every opportunity to take advantage of programs, resources and events that will assist them in becoming those "Effective Teacher for a Diverse Society."***

### **ADDITIONALLY**

To all colleagues in the College of Education, I am open and available for all feedback, suggestions, and questions as we collaborate to on this educational journey. I am available at 314-340-50083, 314-603-2725, or [martinv@hssu.edu](mailto:martinv@hssu.edu). Thanks for ALL you do to ensure, "Effective Teachers for a Diverse Society."

Respectfully,

**Dr. Veola P. Martin**

Interim Dean of the College of Education

Harris-Stowe State University

(314) 340-5083