

Departmental Meeting

October 18, 2011

In attendance: Anderson, K. (left at 1:42), Anderson, M.J., Baxter, Beattie (left at 1:42), Browder, Campbell-Whatley, Correa, Cooke, Flynn, Jordan, Lamorey, Lara-Cinisomo, Lo, Matthews, Murphy, Rebich, Romanoff, O'Brien, Sherry, Shue, Smith, Test, Wakeman, C. Wood, and W. Wood (arrived at 12:58; left at 1:22)

1. **Call to Order:** Dr. Sherry called the meeting to order at 12:45. He began by thanking Drs. Anderson (M.J.), Rebich and Wakeman for our lunch today. He also noted that the agenda that he emailed yesterday has been changed, so he wanted to make sure everyone took a copy of the current agenda which is available with the other handouts at the front of the room. A couple of new items have been added; the Special Education Faculty Needs Assessment (SEFNA) item has been removed (although if we have time, we can add it back to today's agenda).
 - a. **Approval of Minutes (4/12/11 and 9/20/11):** We will have to postpone this item since we do not yet have the April 12th and September 20th minutes to review. We will have several minutes to review at our next meeting.
2. **Information Items**
 - a. **Southern Association of Colleges and Schools:**
 - SLO Reports and Assessment Maps: Dr. Sherry said that all Reports and Maps have been completed and submitted. Emily (Stephenson-Green) has reviewed the information; revisions have been made. Dr. Sherry thanked everyone who worked on the process: Janet, Suzanne, Kelly, Michael and Diane.
 - Biographical Sketch (due 10/31/11): Many are completed. If you haven't done yours, please do it soon.
 - QEP Update (*Drs. O'Brien, Beattie, and Lamorey*): Dr. Beattie updated the group on their efforts: The Committee is looking for ways to energize freshmen as they enter the university and complete their first year. They are looking at different ways to help students engage... both in what they do in our college as well as the university. Some possible options were discussed. Dr. Sherry added that the goal of the QEP is undergraduate student (freshmen) engagement designed to increase retention.
 - b. **Mid-term Grades: Follow-up:** A handout entitled *Recommendations for Following up on Mid-Term Grade Notices* was distributed to faculty members. Dr. Sherry noted that he received a list of students who have received mid-term grade notices (those who have received "D" or "F" grades). Another thing to be aware of is student athletes in our classes: the university now requires that we provide a report on whether student athletes are doing well or not. There was an email that was just sent to faculty members with athletes in their classes. The new report (*Athletic Academic Assessment*) is quite simple: you simply click on the link you receive... the name of the student athlete who is in your class will automatically come up... and you go from there. As far as the mid-term grades, if we have students at risk, advisors need follow-up with them.
 - c. **College of Education Holiday Progressive Lunch/Reading Day 12/8/11:** Dr. O'Brien has agreed again to organize our department for the luncheon. A sign-up sheet is being distributed; please indicate what dish you'll be bringing. (Once again, our department will be providing side dishes.) We have added research associates to the list this year.
 - d. **Planning for DPI Review of Electronic Evidences, Program Approval and IHE Report Cards:** Dr. Sherry said that Dr. Elissa Brown is the new DPI person who is in charge of process. She presented DPI's plan at Friday's CPC meeting in Chapel Hill. The initial plan (which is subject to change): Electronic evidences will be reviewed in a pilot study in Summer 2012 (in elementary education). It will not be a high-stakes review. They will select one portfolio from each program. They will have 64 trained reviewers and will review Evidences 2, 3, 5 and 6 (for a total of 16 reviewers for each evidence). It will then be determined if the process works well or if it needs to be amended. The following summer (2013) will be a high-stakes review including elementary, middle/secondary, and special education. Dr. Sherry noted that if they do find problems the timeline will be adjusted. Dr. Cooke added that the review affects our program. Dr. Sherry noted that it has nothing to do with individual student portfolios; instead it has to do with us. They are going to decide *what* is an approved program. Then, they will develop a guidebook. Dr. Sherry then reported that DPI will develop IHE report cards (which will be in "A," "B," "C," etc. format). Stay tuned... more information will be forthcoming.

- e. **Summer School 2012 Planning** (*Dr. Baxter*): Dr. Baxter said that summer schedule needs to be submitted next Tuesday. It has been sent out as a draft; please let her know right away if there are any corrections that need to be made so she can get it submitted next week. Dr. Sherry discussed the summer course pay (10% of faculty base rate) and an increase in the cap (from \$7,900 to \$8,000 for veteran faculty members).
- f. **Policy Statement #99: Additional Compensation for Professional Services to the University:** This policy statement was distributed to the faculty; Dr. Sherry stated that it is designed to be in compliance with the Office of Management and Budget Circular #21. For nine-month faculty who earn additional summer compensation (for research, summer teaching), the maximum allowable amount that they can earn is 3/9^{ths} additional compensation over regular base pay (additional university-paid compensation). It will be effective during the summer of 2012.
- g. **College of Education Scholarships, Loans, and Grants:** The faculty were given a copy of the *Application for a College of Education Scholarships* and the list of Scholarships available.
- h. **College of Education Faculty Council** (*Drs. Lo and Shue*): Dr. Lo gave a brief update: Dr. Spooner (Melba) wants us to finish up on sections 2 and 3 of the RPT document so we can vote in January. She also reported that Dr. Calhoun suggested that we look into the bridge between the College of Education Faculty Council and the University Faculty Executive Committee. Sometimes the issues discussed at the university level can be beneficial for the college to discuss. Dr. Lo said that the COED Faculty Council bylaws state that we can invite any guest to the meeting that may be relevant to the discussion. So, the COED Faculty Council will plan to invite the University Faculty Executive Committee representative to their meeting. Dr. Lo also discussed international students who may apply for our distance programs... how do they go about doing that? If anyone has any comments or suggestions, please see Drs. Lo or Shue.
- i. **Plan Overview: Web-Based Course Evaluations** (*Drs. Matthews and Anderson [Kelly]*): The faculty were given the handout, "*Draft Implementation Plan Overview: Web-Based Course Evaluations.*" They were then asked if there were any additional recommendations. Dr. Anderson (Kelly) said that the University Faculty Council is supposed to vote on this next week. This system would replace paper and pencil evaluations; they would now be done online. Our department was represented in the piloting of the online evaluation process (thank you to Drs. O'Brien and Beattie). Dr. Lara-Cinisomo stated that the results were very difficult for her... hard to interpret. She believes that the way that we get the information needs to be more explicit; the results need to be clear. Dr. Anderson said that there were concerns about students being able to complete the evaluations in a different contexts (at home, in the middle of the night, or at a party, for example). There was also discussion about students simply not completing them. Dr. Rebich discussed evaluations in OFE: if they are not completed, the license is not processed... they have a 100% completion rate. The question was asked whether or not we could put parameters around when the evaluations could be filled out (Monday-Friday, from 8:00 a.m.-5:00 p.m., for example). Dr. Anderson (Mary Jo) wondered if we could possibly list the evaluation as a part of the course requirements.

3. **Action Items:**

- a. **Additional Discussion: Revision of RPT Document Section III: Criteria and Procedures for Reappointment and Promotion Reviews for Clinical Faculty in the College:** Dr. Sherry asked if there were any other comments since our discussion at the last meeting?

Since there was a little additional time, Dr. Sherry decided to include a topic that he had deleted from this meeting's agenda (**Special Education Faculty Needs Assessment (SEFNA): Impending Shortages**): He presented some information on this topic. A publication from Deb Smith's national SEFNA study was provided for Ph.D. Program Committee Members. Dr. Sherry discussed the potential of a shortage of special education faculty because of retirements around the country between 2011 and 2017. Faculty retirements will increase at a rate of 21% each year between now and 2017. That translates into the loss of 169 faculty members in doctoral preparation programs around the country. This loss of personnel means that 25 teachers for lost each faculty member will not be prepared and that for each lost teacher 400 students with disabilities will be underserved in the schools.

- b. Open Agenda: Any other items to be discussed? None noted.

4. **Adjourn:** There being no further business; the meeting was adjourned at 1:48.