

Department of Special Education and Child Development
Minutes of the Departmental Faculty Meeting
August 23, 2011

In attendance: Anderson, K., Anderson, M.J., Baxter, Browder, Brown, Campbell-Whitley, Correa, Cooke, Deason, Flynn, Lamorey (arrived at 1:02), Lara-Cinisomo, Lo, Matthews, Rebich, Romanoff, O'Brien, Sherry, Shue, Smith, Spooner, Test, Wakeman, C. Wood, and W. Wood: Guests: Fish, Wingate

Lunch today was provided by Drs. Sherry, Baxter, and Lamorey.

1. **Call to Order:** Dr. Sherry called the meeting to order at 12:36. Dr. Sherry began by welcoming everyone back.
 - a. **Approval of Minutes (4/12/11):** Joyce has been out (yesterday and today) dealing with some issues with her dad, so we don't have the April minutes to review. We will postpone this agenda item until our meeting in September.
2. **Information Items**
 - a. **News of the Community:** Dr. Sherry officially introduced Dr. Lindsay Flynn, who comes to us from the University of California – Riverside. She is our newest special education faculty member. He also introduced Mary Jo Anderson, Office of Field Experiences; she has taken Susan Gibb's position. Some announcements: Drs. Matthews and Wood (Charlie) have both been promoted to Associate Professor with full-tenure: Dr. Shue was reappointed as Assistant Professor, in CHFD Dr. Browder introduced Alicia Saunders, who is a new research associate. Dr. Sherry updated the faculty on Dr. Beattie: he has been ill for the past month or so... he has swelling which is affecting his eyes. His doctors are determining the treatment. The medication is beginning to help some. He had hoped to be here this week, but is still having some issues. He is now planning to return on Monday. Also, Dr. Jordan is not here today... her aunt recently passed away. Her plan was to return yesterday, but with the hurricane forecast, she has stayed a bit longer down east to help her family prepare for the storm. She will return as soon as she can.
 - b. **Distance Education: Proctoring of Exams (Evelyn Wingate/Terri Fish, Extended Academic Programs):** Ms. Wingate discussed with the faculty the fact that they are increasing the proctoring of exams for online courses. (Based on new federal regulations). Secure passwords need to be used; but they want to take it one step further (proctored exams). They now have a testing center (for distance ed students). Faculty members received a handout which explains the need for exam proctoring. Proctoring exams will authenticate that the online students are who they say they are. They are hoping that at some point they can have a larger testing center. Right now, there are only eight carrels. There are only eight people working in the office; the testing center is available during set hours and will be scheduled by Ms. Fish.
 - c. **Office of Field Experiences Updates (Sue Rebich):** Dr. Rebich reported that Joyce Frazier was planning to join her here today, but was unable to make it. There have been lots of changes in the Office of Field Experiences this summer. Mary Jo (Anderson) has joined their staff. There was orientation last week for student teachers and cooperating teachers. Joyce (Frazier) will be doing orientation with year-long interns... then clinicals will get going. Dr. Rebich will be sending an email to everyone: she needs revised clinical descriptions. There is a change with the clinical logs (everyone should have received an email packet from her; let her know if they did not.). Beginning this semester, at the end of the semester, they would like each faculty member to collect all the logs and forward them in one bundle to their Office. She also discussed the new Certification of Teaching Capacity form that includes 23 of the competencies which are expected of regular teachers... this is what they want to see of student teachers. Some items were distributed for faculty to review. (e.g., LEA/IHE Certification of Teaching Capacity; Observation Feedback Form; CTC Student Teaching Evidences of Proficiency).
 - d. **2011-12 Department of Special Education and Child Development Goals and Objectives:** Dr. Sherry reviewed the 2010-2015 Strategic Plan Goals...he noted that everyone should have a copy of it. He briefly ran through the bulleted points: recruit and prepare highly effective professionals; expand instructional offerings to meet emerging needs; strengthen systems of advising and supporting all students; support the success of diverse faculty and staff; develop a nationally distinguished record of research productivity; strengthen effective partnerships with the community; maintain the SPED doctoral program as a program of national distinction; maintain NCDPI program approval and NCATE accreditation. He then reviewed some statistics from the department's 2010-11 Annual

Report. The registration numbers for AIG, M.A.T., and M.Ed. were reviewed, as were the new Dual Program and Autism Spectrum Disorders Graduate Certificate. M.Ed. and AIG numbers are down. Previously school districts were reimbursing AIG candidates' tuition, but, with budget issues, they no longer do that. We are still listed in the top 20 by *U.S. News and World Report*. Dr. Sherry also reviewed the department's organizational chart; he noted that Dr. Matthews is now the AIG program coordinator. Other changes/additions were mentioned. Next he reviewed items from the Strategic Plan and College Priorities. Finally, he reviewed three years worth of admissions numbers for our various programs/degrees.

- e. **Fall Enrollments:** We have some high enrollments this fall, especially in online courses. We added new course sections in CHFD. AIG down a bit, but still healthy. M.A.T. online is overflowing. He thanked the faculty who are taking on larger class sizes. Our M.Ed. classes continue to be small.
- f. **Budget Issues for 2011-12:** UNC Charlotte has suffered a 16.3% reduction (over \$33 million less than last year). We took the second largest cut of all the universities in the system. There were many unfilled faculty positions lost (171). Most of the positions lost were in Arts and Sciences, Engineering, and Business. We have no idea what the budget outlook will be yet for future years. The NC Legislature cut education programs significantly. Future teacher scholarships are gone... out-of-state teacher tuition funds are gone (teachers must pay out-of-state fees until they are in residence for one year)...the North Carolina Teaching Fellows Program is scheduled to come to an end in 2015. In addition, there was a \$750,000 reduction in IT services across the campus (the three-year replacement plan for computers will probably go to four years)... there may be some new fees... one of the labs may have to close in 2013.
- g. **Southern Association of Colleges and Schools (SACS) Student Learning Outcomes:** Dr. Sherry stated that the Provost has been notified that UNC Charlotte still has deficiencies in the area of documentation of student learning outcomes. On August 31st, all deans and department chairs will meet with the Provost to learn what needs to be improved.
- h. **NCATE Preparation Standards Committee:** Faculty members were provided with the list of members of the standards committees. This fall will be a busy time for the committees as they prepare their draft reports. The full NCATE Institutional Report is to be sent to NCATE in Fall 2012.
- i. **Department GA Assignments, Part-Time Faculty mentors:** Katie Swart will be the department funded GA; she will be working mostly with Dr. Beattie. The faculty were given a copy of the Part-time Faculty/Course Mentor list and asked to review it. A couple of changes/additions were made.
- j. **Curriculum and Instructional Materials Collection (Dr. Sherry for Judy Walker):** The institutional materials collection in the library is proposed to become "non-circulating;" they may only be used in the library. Ms. Judy Walker needs information from each of the faculty to explain how this will restrict their teaching and student learning. Dr. Sherry provided faculty members with Ms. Walker's email address and encouraged them to let her know how this change would affect their classes.
- k. **Online Course Evaluation Pilot Study (Dr. Matthews):** Dr. Matthews reported that the draft report is now available. The sub-committee is recommending the adoption of a university-wide, web-based course evaluation system. It is estimated that it should save the university \$218,000.
- l. **Implementing Revised Master's programs: August 2011: Checklist:** Dr. Sherry quickly reviewed the Checklist.. Some of the items on the checklist include planning sheets needing to be updated and course outlines and syllabi being revised to include new standards, descriptors, and electronic evidences.

3. Action Items:

- a. **SPCD Meetings Lunch List:** Dr. Sherry asked the group not to leave until they had signed up; there should be three faculty members volunteering for each meeting.
- b. **Conflict of Interest and External Professional Activities for Pay Forms for 2011-12:** Faculty members were given a copy of each form as well as the URL to download these forms. Everyone needs to complete the Conflict of Interest form every year and give it to Joyce. Attachment A (External Professional Activities for Pay), should be completed for each event.

Faculty members were provided with a copy of the proposed schedule of 2011-2012 Departmental meetings: August 23, September 20, October 18, November 15, January 17, February 21, March 20, and April 24.

4. **Adjourn:** There being no further business; the meeting was adjourned at 1:40.