

Special Education and Child Development
Departmental Meeting
March 20, 2012

In attendance: Anderson, K., Anderson, M. J., Baxter, Browder, Cooke, Correa, Flynn, Jordan, Lamorey, Lara-Cinisomo, Lo, Matthews, Murphy, O'Brien, Romanoff (left at 1:25), Sherry, Shue, Smith, Spooner, Wakeman, C. Wood, and W. Wood

1. **Call to Order (12:42):** Dr. Sherry called the meeting to order and thanked Drs. Cooke, Correa and Matthews for lunch.
 - a. **Approval of Minutes (2/21/12):** Prior to today's meeting, Dr. Sherry emailed the February 21st minutes to faculty members for their review. Dr. Correa made a motion to approve the minutes; Dr. Cooke seconded the motion. The minutes were approved as presented by common consent.

2. **Information Items**
 - a. **News of the Community – Fred Spooner and John Beattie:** Dr. Spooner has been named winner of the 2012 TED/Pearson Excellence in Teacher Education Award. He'll receive the award at next month's CEC Convention in Denver.

Dr. Beattie will be out the next few weeks recovering from surgery. Dr. Romanoff will take over his SPED 2100 class, Dr. Wood (Charlie) will take his SPED 3100 class, and Shaqwana Freeman will take his SPED 4272 class. Dr. Baxter will assist with his undergraduate advisees. Dr. Sherry also noted that Dr. Jordan had asked what she could do to help; he asked her if it would be possible for her to assist with graduate certificate advisees, which she agreed to do. Dr. Sherry thanked them for stepping up to help cover these needs during Dr. Beattie's recovery.

 - b. **NCATE Faculty Information Survey (Dr. Sherry):** Dr. Sherry discussed the email from Dr. Spooner (Melba) that was received yesterday regarding completion of the faculty survey. A handout, *NCATE Faculty Information*, was distributed and reviewed. Dr. Sherry reminded faculty that when they complete the survey, they must hit the "submit" button. Part-time faculty will also need to complete this information. We'll also have to update our NCATE vitas (which are posted on our departmental website), keeping in mind that these are to be no more than four pages long.

 - c. **Online Course Evaluations Update (Dr. Sherry):** A handout was distributed to the faculty and reviewed (*Assessing Campus Labs Course Evaluation during Evaluation Period: Faculty*). Students will receive an initial email blast about completing course evaluations online. They will receive four reminders. The process of checking the status of the evaluations was reviewed: While the course evaluation remains active, the only information available to the instructor is the response rate (percentage). Results cannot be viewed by faculty members at this time. Once students have completed an evaluation, they will not be able to go back and edit it. When students complete all evaluations, they will no longer receive email reminders. There will be training opportunities for faculty; we will be getting more information on that soon. Course evaluation summaries will be available to instructors on May 15. Dr. Sherry will also have access to evaluations for our department's courses. Dr. Calhoun will be able to see evaluations for the entire college.

 - d. **2011-12 Annual Faculty Reports Due: April 16, 2012 (Dr. Sherry):** Dr. Sherry reminded everyone of the due date as well as the fact that they should pay particular attention to their work with districts. In the section on **Extended Collaborative Service** be sure to include your continuing work with NC districts, schools or even the state.

 - e. **Faculty Governance: SPCD Nominations for COED Representatives to University Committees (review) (Dr. Sherry):** Dr. Sherry reviewed nominations from our department that we made at Friday's College of Education faculty meeting:
 - Lindsay Flynn – Undergraduate Course and Curriculum Committee
 - Charlie Wood – Faculty Executive Committee
 - Chris O'Brien – Faculty Advisory Library Committee
 - Pam Shue – University College Faculty Committee
 - Gloria Campbell-Whatley – Faculty Welfare Committee
 - Nellie Aspel and Ann Marie deKort-Young – Part-time Faculty Committee

 - f. **NCATE Standard 2 Committee Update (Dr. Baxter):** Dr. Baxter noted that there is an effort to assure that they are not duplicating the work of the Standard 1 Committee. Beginning in the fall, it will be necessary to meet twice a month to get ready for NCATE. She noted that work to date is based on DPI standards... however, NCATE requires us to address the Conceptual Framework. We will have to revisit our work on the course outlines. Dr. Baxter reviewed the *SPED Alignment of the Conceptual Framework with CEC Standards: Initial Level Knowledge and Skill Sets* with the

faculty. The more complicated issue for the NCATE Standard 2 is the concept of “opportunity to learn.” She also reviewed the *Alignment of the Conceptual Framework with SPED – GC Program of Study Curriculum Map*. The SPED Program faculty will have a working meeting next week to discuss this. We need to identify “opportunities to learn” in our courses. Dr. Sherry noted that the NCATE Institutional Report will be forwarded at the end of the fall semester.

- g. **University Faculty Council Update** (*Dr. O’Brien*): Dr. O’Brien informed the group that the Chancellor stated that the financial situation is not as bad as earlier thought and that there should not be a reversion of funds. Tuition and fee increases will be applied to infrastructure challenges (maintenance has been delayed by budget cuts). Chris reported that Dr. Lorden is concerned by late grades – this issue is one of the biggest challenges for the Provost’s Office. Finally, the Athletic Department has asked that faculty be patient with student athletes... they travel to other states for competitions. It should be noted that our student athletes are among some of the top in the country academically.
- h. **University Graduate Council Update:** (*Dr. K. Anderson*) Dr. Anderson discussed the proposed GRAD 7999 and GRAD 9999. We use SPED 7999; but it will change to GRAD 7999. There are many different 7999 and 9999 courses that have generated confusion. This change will result in all students charged the fees. Dr. Anderson then discussed proposed cut-off dates for catalog changes: The cut-off date for proposals submitted to the Graduate Council would give Academic Affairs more time to assure that the catalog is accurate. The Registrar relies on the catalog for degree audits. When the catalog is not up-to-date there are problems.
- i. **College of Education Faculty Council Update** (*Drs. Lo, Shue, Correa*): Dr. Lo reported that they met last month and will be meeting again tomorrow. No other news.
- j. **33rd Annual CHFD Conference – Nurturing What’s Natural: Using the Individuality of Children to Link Learning and Life** (*Ms. Murphy*): The Conference will be held in the Cone Center, with the keynote addresses taking place in McKnight Lecture Hall. The full schedule is posted online on the department website.

3. Action Items:

- a. Departmental Representatives to College Committees – Committee Elections: Nominations
 - **College of Education Faculty Council** (1) (2-year term – 2012-14): Dr. Shue is completing her term. Dr. Correa nominated Dr. Shue to return.
 - **College of Education Undergraduate Curriculum Committee** (1) (2-year term – 2012-14): Dr. Wood (Charlie) is completing his term. He nominated Dr. Flynn.
 - **College of Education Graduate Curriculum Committee** (1) (2-year term 2012-14): Dr. Campbell-Whatley is completing her term. Dr. Browder nominated Dr. Wood (Wendy).
 - **Department Review Committee** (2) (2-year term – 2012-14) and (1-year term – 2012-13): Dr. Test will complete his term as chair (2-year term); Dr. Wood (Wendy) nominated Dr. Lo. Dr. Wood (Charlie) is completing his 1-year term; he nominated Dr. Matthews. (*FYI: Dr. Correa is entering the second year of her 2-year term.*)
 - **College Annual Teaching Award Committee** (1) (2-year term – 2012-14): Dr. Romanoff is completing her term. Dr. Spooner nominated Dr. Romanoff to return.
 - **Undergraduate Student Awards Committee** (SPED) (1) (2-year term – 2012-14): This position needs to be filled by a SPED faculty member; Dr. Lo is completing her term. (*FYI: Dr. Shue is the representative for CHFD; Melba Spooner and Amanda Macon are co-chairs.*) Dr. Wakeman self-nominated herself for the opening.
 - **Internationalization Committee** (SPED) (1) (2-year term – 2012-14): Dr. Wood (Wendy) is completing the second year of her two-year term, so we will need a new SPED faculty member for this position. (*FYI: Dr. Lara-Cinisomo is the CHFD representative.*) Dr. O’Brien self-nominated himself for the opening.
 - **Library Departmental Representative** (1) (1 year term 2012-13) Dr. Lara-Cinisomo is completing her on-year term. Dr. Lara-Cinisomo wants to continue.
 - **Faculty Research Award Committee** (1) (2-year term 2012-14): Dr. Browder is finishing the second year of her two-year term. She self-nominated herself to return if no one else wants to do it. Dr. Matthews nominated Dr. Wood (Charlie). Dr. Browder removed her self-nomination.
 - **University Faculty Council Representative** (2) 1 representative (1-year term – 2012-13) and 1 alternate (1-year term 2012-13): Dr. Anderson is the current representative and Dr. O’Brien is the current alternate; both are completing their terms. Dr. Jordan nominated Dr. Smith for the representative position; Dr. Wood (Wendy) nominated Dr. Jordan for the alternate position.
Ballots will be distributed for faculty voting.

4. Open Agenda

- 5. **Adjourn:** There being no further business; the meeting was adjourned at approximately 1:55.

(Next departmental meeting: Tuesday, April 24, 2012, 12:30-1:50, COED 103)