



Department of Middle, Secondary and K-12 Education

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MINUTES

Department Meeting

Friday, April 24, 2015

11:30 am – 1:45 pm

COED 110

Chair of Meeting: Scott Kissau

Attendees: Charles Hutchison, Adrianna Medina, Tina Heafner, Teresa Petty, Warren DiBiase, Josh Avery, Chance Lewis, Lan Kolano, Greg Wiggan, Joan Lachance, Michelle Stephan, Bettie Ray Butler, Heather Coffey, Laura Hart, Jeanneine Jones, Paul Fitchett, Tarra Ellis, Rosslyn Crandell, Rex Mangiaracina, Tom Fisher

1. Call to Order

- Approval of Minutes of March 13, 2015 – Tina Heafner made the motion to approve the minutes. Lan Kolano seconded the motion.

2. Curriculum Work –

Scott stated as we move forward in making sure our programs meet new CAEP standards and as we continue to revise and improve our programs, he thinks it would be helpful to have one document that provides a holistic overview of our collective coursework– one document that identifies the goals, the assessment pieces, the clinical experiences, and maybe even some of the challenges in the critical courses that make up our programs and help to inform future programmatic decisions. Scott stated Laura and he created a chart that looks at critical courses in our respective programs. He saved the table in Google docs and linked it to our Moodle page for easy access. He then assigned faculty members to courses that align with their experience and expertise. Scott stated after attending some CAEP training, he thinks that our clinicals may be one area of weakness in some programs. So, Laura and he created a table that is really a modification of an example provided at the CAEP conference that shows what this logical progression in clinical experiences might look like. So, he'd like for us to take just a few minutes to look at this example and to see where our respective courses fall. Does what we do in our clinicals align with the behaviors expected of our students at a given stage in their program? Our end goal is to create a document like this that documents the logical progression of clinicals in our coursework, that guides the types of clinical activities we have our students do, and also provides some direction for the K12 teachers who take in our students. Scott stated that he'd like for teachers to be able to look at this document and say, "okay, I see they type of things you need to do in this clinical experience, and we can work this out." Right now, often teachers and even candidates have no idea what they are supposed to be doing in clinicals." Scott stated that the end goal will be to develop some sort of K12 teacher evaluation of our candidates during clinicals based on these expected behaviors. That is another CAEP requirement that is missing in our programs. Scott shared the chart and gave the faculty some time to look it over before asking for their thoughts.

3. CMS Graduation Project (Roxanne Breland)

Scott was contacted by Lil Brannon and Roxanne Breland (English Curriculum Specialist) for CMS about an opportunity that could provide the type of deep and meaningful clinical experiences that our students need. Scott invited Adriana and Bob today to this meeting not only to help with our earlier curriculum work, but also because this clinical opportunity may be relevant to their READ coursework. Scott stated if you are interested in perhaps getting involved in this opportunity he ask that you copy him on initial communication with Roxanne so that we know what courses are involved. Scott wants to avoid having duplication of the same experience in multiple courses. Roxanne stated she discussed this opportunity with Anne Clark, the new superintendent of CMS. The goal of the program is to help students know what is expected of them once they enter into a university setting, to help prepare them for college. Roxanne stated that developing their writing was a good place to start. She stated CMS high students are required to write a 6 to 8 page research paper before they graduate. Roxanne would like to partner with UNC Charlotte. Our teacher candidates would be assigned a CMS high school student working on his/her graduation project. As part of the project students read a common book and develop a related service project. Roxanne thought our teacher candidates who be helpful and in the process gain experience working with high school students.

4. Committee Nominations

Below is a list of faculty members serving on committees in 2015-2016. A document detailing committee membership will also be uploaded in Moodle.

COED Faculty Council (2 Year Term)

Susan Harden (2014-2016)
Heather Coffey (2015-2017)

COED Undergraduate Curriculum Committee (2 Year Term)

Tarra Ellis (2014-2016)

COED Graduate Curriculum Committee (2 Year – must have Grad Faculty status)

Joan Lachance (2015-2017)

MDSK Department Review Committee (1-2 Year Term, must be tenured)

Warren DiBiase (2014-2016)
Tina Heafner (2015-2017)
Lan Kolano (2015-2016)

College Review Committee (2 Year Term)

Jeanneine Jones (2014-2016)



COED Information Technology Advisory Committee (3 Year Term)

Teresa Petty (2013-2015)

Department Readmission Committee for Graduate Students (2 Year Term)

Joan Lachance (2014-2016)

Bettie Ray Butler (2014-2016)

COED Honors Council (3 Year Term)

Tarra Ellis (2015-2018)

COED Internationalization Committee (2 Year Term)

Greg Wiggan (2014-2016)

Charles Hutchison (2015-2017)

COED Annual Teacher Award Committee (2 Year Term)

Lan Kolano (2015-2017)

COED Faculty Research Award Committee (2 Year Term)

Michelle Stephan (2014-2016)

COED Faculty Diversity Award (2 Year Term)

Susan Harden (2014-2016)

COED Sustained Service to Public Schools Award Committee

Rex Mangiaracina (2014-2016)

Undergraduate Student Awards Committee (2 Year)

Joyce Brigman (Middle Grades, 2014-2016)

Tom Fisher (Secondary, 2015-2017)

COED Staff Award Committee

Spencer Salas (2015-2017)

College Research Advisory Committee

Dr. Chance Lewis (2014-2017)

Dr. David Pugalee (2014-2016)

Middle Grades Education • Secondary Education • Teaching English as a Second Language
Foreign Languages Education • Arts Education • Ph.D. in Curriculum and Instruction



Paul Fitchett (2015-2016)

College Diversity Committee

Susan Harden

Bettie Ray (Alternate)

MDSK Dispositions Committee

Michelle Stephan, Chair (2015-2017)

Tarra Ellis (2014-2016)

Heather Coffey (2015-2017)

Joan Lachance (2015-2017)

Rex Mangiaracina (2015-2017)

University Committees

UNC Charlotte Faculty Council (1 Year Term)

Heather Coffey, Representative (2015-2016)

Lan Kolano, Alternate (2015-2016)

MDSK Library Representative (2 Year Term)

Hilary Dack (2015-2017)

Committee Reports –

- a. ITAC – Teresa Petty commented Google email transition will all happen over the summer. They will give us warning before it actually happens. IT will be working on phones and other devices with this migration. Technology Day- May 15, 2015.
- b. COE Faculty Council – Bettie Ray Butler explained that the charge for Faculty Council in 2015-2016 is to initiate a taskforce that looks at areas outside of research that may have an impact on a faculty member's teaching load, such as service and engagement.

5. Updates – 1:15-1:30

- a. MDSK Clinicals – Laura commented Scott, Rex and she will be meeting on Tuesday, April 28 at 7:30 am with Cabarrus County High School Principals, Superintendent and their HR. Will discuss the pilot program for fall and recruitment of candidates to the Fall.
- b. edTPA implementation – Laura stated TPals met and decided to postpone for one semester or perhaps two semesters making edTPA consequential for our teacher candidates.
- c. Office Manager – Scott stated we have been interviewing candidates for the office manager position. We do have a candidate in mind and have submitted a hiring proposal to HR. He has not yet received confirmation that it has been accepted yet. Once confirmed Scott stated he will then reach out to the applicant and hope to have someone in that office by May 11.
- d. Graduate Assistants – Scott stated in the very near future he plans to send out another survey to gauge your GA support needs for next year. If needs are the same for faculty, he will ask the Dean for additional funding of Graduate Assistants. Scott commented with the loss of the Pathways funding we will receive \$15,000 less next year for GAs, that is the equivalent to one



full-time GA. Scott stated if you really don't think you need a GA, or know that you really didn't use your GA this year very much, you may want consider not asking for GA support, or asking for reduced hours. Paul and Scott are in the process of interviewing and hiring GAs now. They need an idea of our needs for next year.

6. Professional Development (OSSEP) – Co-taught by Paul Fitchett, Tom Fisher, Heather Coffey, Elena King, and Susan Harden. Heather Coffey asked the group: “What do you know about OSSEP?” Rex stated that it is a Partnership between UNC Charlotte and A.L Brown High School where our candidates are actively participating in the course and classroom with the supervision of UNC Charlotte instructors. The presenters shared some of the success they experienced with this SoTL funded project and stated that they hope to be able to offer the program again next year, even without funding. For more detailed information about the partnership please visit the PowerPoint that the presenters used that is available in Moodle.
7. Other business-Scott suggested faculty encourage students to register for summer courses.
8. The meeting was adjourned at 1:45PM.