

**Special Education and Child Development**  
**Departmental Meeting**  
January 22, 2013

*In attendance: M.J. Anderson, K. Anderson, Baxter, Beattie, Brown, Campbell-Whatley, Cooke (left early), Correa, Flynn, Jordan, Lo, Matthews, Murphy, Rebich, Sherry, Shue, Smith, F. Spooner, C. Wood, and W. Wood*

**1. Call to Order (12:42)**

**a. Approval of Minutes (11/20/12):**

- Dr. Cooke made a motion, seconded by Dr. Smith, to approve the minutes from November 20, 2012 with a correction in 2b to read “Ms. Brown and Dr. Shue”. The minutes were approved as amended.

**2. Information Items**

**a. News of the Community (Dr. Sherry):**

- Welcome back Dr. Beattie!
- Congratulations Dr. Flynn! She and her husband, Ryan, are expecting their first child in June.
- Congratulations Dr. Shue! Dr. Shue is the 2013-14 recipient of the UNC system grant to develop teaching partnerships with China. She will be developing a partnership with Beijing Normal University for a synchronous global understanding course in child and family development for the fall and spring semesters of 2013-14. The creation of global partnerships through technology is a major goal of our College’s internationalization plan.

**b. University Faculty Council (Dr. Smith):**

- At the November 15<sup>th</sup> meeting, UNC Charlotte, Chief of Police, Jeffrey Baker reported that crime on campus overall is down. UNC Charlotte’s Police & Public Safety Department works in collaboration with CMPD University Division. The Police Department is dedicated to protecting the welfare and safety of the members of the campus community.
- It was reported that the light rail has been approved to be extended to the campus community. There will be nine new stations with two stations for the campus – one at JW Clay Blvd. and one near the stadium – UNC Charlotte.

**c. Placement of Candidates in Schools for Clinical Experiences / School Experiences Log (Ms. Rebich and Ms. Frazier):**

- Be sure to let Ms. Rebich know at which school a student is assigned, especially in the case where a specialized setting is needed.
- The School Experiences Clinical Log (yellow form) was originally created and revised to collect demographic data for an Office of Field Experience database. Beginning this semester, each department will set guidelines for the use and collection of logs. Logs no longer need to be turned into OFE.
- Dr. Test made a motion that the School Experiences Log and School Experiences Attendance Log should be uploaded to Moodle so students can document their clinical work. An assignment would be added to the course syllabus as a reminder to the student to complete and submit. The student would be required to keep the hard copy. The motion was seconded by Ms. Anderson. Motion was approved by voice vote.

**d. 2013 Fall Schedule Planning (Drs. Sherry, Baxter, Matthews, Lamorey):**

- Drs. Baxter and Lamorey are circulating a draft of the course schedule for comments and feedback.
- Banner is live to create courses. Cynthia must have courses built by 5pm February 15<sup>th</sup>.

**e. Travel Reimbursements for 2012-13 (Dr. Sherry):**

- Dr. Sherry noted that we should encumber travel allocations now.

**f. Child & Family Development Conference Update (Dr. Lamorey and Ms. Murphy):**

- Save the Date – April 5, 2013 – UNC Charlotte Center City Building
- Keynote speakers are Dr. Kathryn Hirsh-Pasek, Lefkowitz Professor in the Department of Psychology, Temple University, and Dr. Heath Morrison, Superintendent, Charlotte-Mecklenburg Schools.
- Plans include honoring Dr. Calhoun on the occasion of her retirement for her work and dedication to UNC Charlotte’s College of Education and Department of Special Education & Child Development.
- Dr. Shue noted plans for an Ultimate Block Party in late September / early October to collaborate with the early childhood community through a ‘play station’ concept.

**g. CHFD Faculty Search Update (Dr. Correa):**

- Three candidates have been invited to on-campus interviews. Dr. Correa distributed a save-the-date handout for the interview process:
  - Dr. Ragan McLeod (January 30, 31)
  - Dr. Harriette Bailey (February 11, 12)
  - Dr. Cynthia Baughan (February 20, 21)
- Dr. Correa asked that faculty flag their calendars to attend the Open Faculty sessions and/or Research and Teaching Presentations.

**h. COED Faculty Council: Revision to Voting Policy** (*Drs. Lo and Shue*):

- Please refer to the handout which provides the current College of Education Voting Policy and proposed revisions to the policy following the first reading at the college-wide meeting on January 18.
- The proposed revisions expand voting rights to all lecturers and clinical positions.
- The proposed revision also changes College of Education policy to be consistent with University policy.

**i. College of Education Faculty Awards** (*Dr. Sherry*):

- The Faculty Award website is <http://coedpages.uncc.edu/coe/awards>
- Nominations for Excellence in Teaching, Excellence in Research and the Award for Sustained Service to Public Schools. There is a new award this year for Diversity.
- Nominations are open until February 15, 2013. Nominees must submit required materials by March 1, 2013. Award winners will be announced at the April College meeting.

**j. Reappointment / Promotion Reviews for Clinical Faculty: Process / Timeline** (*Dr. Sherry*):

- Dr. Sherry provided a handout, Clinical Faculty Timeline and Checklist (Revised: 1-4-13) which notes deadlines for dossier preparation and submission. There is a quick turnaround in the deadlines.
- Also note that this does not change tenure-track submissions

**3. Action Items:**

- a. Discussion: Expanded DRC for Promotion Reviews of Clinical Faculty Members: Revisited (All)
  - Dr. Jordan made a motion that Dr. Rebich be appointed to the DRC for spring semester. The motion was seconded by Dr. Anderson. The motion was approved by voice vote.
- b. Planning for the Dean's Retirement (All)
  - Search Update: To date, nominations for 33 individuals have been received, and 13 individuals are currently active in the search. The Search Committee intends to begin airport interviews in February and has asked that faculty mark their calendars for on-campus interviews March 14-20. As final schedules are not set at this time, the Search Committee will communicate specific details as soon as they are settled.
  - Celebrating Mary Lynne's Accomplishments: Academic Affairs event is May 3<sup>rd</sup>, 2:00-4:00pm, SAC; COED Celebration is May 10<sup>th</sup>, brunch in the atrium. A college committee will meet January 30<sup>th</sup> at 2:00 to discuss details and plan the event. Dr. Sherry asked if a faculty member would volunteer to attend the planning meeting. Mary Jo Anderson volunteered. The College Leadership team is hosting a dinner for Mary Lynn. Discussion occurred regarding the department hosting a lunch. This idea was approved by common consent.

**4. Open Agenda:**

- a. Dr. Matthews asked if graduation forms could be put on-line. Dr. Anderson will take this question to Graduate Faculty Council.
- b. Dr. Flynn reminded everyone about the SCEC Bake Sale on January 24<sup>th</sup>, 2:00-6:00, Student Union.
- c. Dr. Lo asked if anyone had ideas for a celebration in honor of Dr. Cooke's retirement. Dr. Sherry noted that preliminary discussions have occurred with Dr. Cooke about her preferences. Dr. Test volunteered to discuss ideas with her.
- d. Dr. Sherry reminded everyone that Bonnie Morton is collecting donations for the Cato Teaching Mural to honor the teachers from Sandy Hook Elementary School that lost their lives protecting their students. Donations of \$5 and up can be made to the UNC Charlotte Foundation with Sandy Hook written on memo line. Checks can be given to Tim Rogers or to Bonnie.
- e. Special thanks to Pam, JaneDiane, and Kelly for providing lunch today.

**5. Adjourn:** There being no further business; the meeting was adjourned at 1:50.

(Next departmental meeting: Tuesday, February 19, 2013 at 12:30, COED 103)

Minutes respectfully submitted by Cynthia Stasiewski.