

Special Education and Child Development
Departmental Meeting
August 28, 2012

In attendance: Anderson, K., Anderson, M. J., Baxter, Browder, Brown, Campbell-Whately, Cooke, Correa, Flynn, Jordan, Lamorey, Lo, Matthews, Murphy, O'Brien, Rebich, Romanoff, Sherry, Shue, Smith, Spooner, F. Test, Wakeman, Wood, C. and Wood, W.

1. Call to Order (12:46).

- a. Approval of Minutes (4/24/12):** The minutes from April 24, 2012 were not available for review and approval. This will be postponed until the next department meeting.

2. Information Items

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

- John Beattie is officially on medical leave for fall semester.
- Diane Browder has been nominated by Dr. Calhoun to serve on the Dean's Search committee.
- Cynthia Stasiewski was introduced and welcomed as Office Manager for the department.

b. Office of Field Experience Updates (Sue Rebich): Forms for clinical placements are due by August 30th.

c. 2012-13 Department of Special Education and Child Development Goals and Objectives (Dr. Sherry): Dr. Sherry highlighted a few of the goals and objectives from the 2010-2015 SPCD Strategic Plan:

- Goal 3: "...strengthen systems of advising and supporting all students..." – advising roles have shifted to Drs. Baxter, K. Anderson, and Jordan.
- Goal 4: "...support the success and collegiality of diverse tenure and non-tenure accruing faculty..." – use of peer reviews and changes to the promotion and tenure documents
- Goal 8: "...maintain NC Department of Public Instruction program approval and national accreditation for all programs." – continue collection of exhibits and documentation needed for NCATE accreditation site visit.

Dr. Sherry reviewed the enrollment stats and figures in the Annual Report. Dr. Sherry also listed and commented on some priorities for this academic year:

- Fine tune assessment strategies for electronic evidences
- Preparation for NCATE accreditation site visit
- Continue to use and implement the Student Learning Outcomes to meet SACS requirements for continuous quality improvement
- New M.A.T. in CHFD

d. Fall Enrollments (Dr. Sherry): It has been noted that 17 classes are at cap or above which necessitated permitting and/or adding additional sections. Dr. Sherry listed all the large classes for the fall semester.

e. Salary Increases for 2012-13: What We Know Today (Dr. Sherry): The 1.2% increase for all state employees was distributed to SPA employees retroactive to July 1st. In addition to the 1.2% that faculty and EPA employees will receive, UNC Charlotte has additional funds (1.8%) that will be distributed after a review of equity and salary compression issues.

f. Spring 2013 Schedule Planning (Drs. Baxter and Lamorey): A draft of Spring 2013 schedules are due to Cynthia by September 1st.

g. NCATE Preparation: Fall 2012 Calendar (Dr. Sherry): Please refer to the handout for top priorities:

- All faculty vitas due to department chairs by September 17th
- All course outlines and syllabi for every section of every course needed in the department and kept on file by September 17th
- After reviewing, department chairs will send all updated and completed vita electronically to Dr. M. Spooner by October 1st
- Also by October 1st, course outlines and evidences to support committee institutional reports to be available on the S: drive

h. Departmental GA Assignments, Part-Time Faculty Mentors (Dr. Sherry): See handout for list of part-time instructors and assigned mentors. Jessica Haydt is the department GA. Kristi Godfrey-Harrell, doctoral student

department GA, has been assigned to Brenda, Vivian and Janet. Sarah Woodall has been reappointed as a student worker to assist with departmental and faculty needs.

- i. **NC's READY Initiative** (*Dr. Lo*): Dr. Lo attended the DPI Conference in Raleigh and highlighted the following:
 - The new Common core State Standards and the Essential Standards will become the new *Standard Course of Study*
 - The READY Accountability Model will ensure a more accurate picture of how well students are learning
 - The web site, <http://www.ncpublicschools.org/ready> has additional information and resources for faculty members
- j. **CHFD Assistant Professor Faculty Search** (*Dr. Sherry*): Dr. Vivian Correa has agreed to chair the search committee. Dr. Correa asked that faculty assist by letting their networking contacts know about the vacancy so that there is a strong candidate pool. The job announcement will be posted soon. Dr. Sherry noted that timeline for the search would bring finalists to campus interviews in January.
- k. **Department Faculty Office Hours** (*Dr. Sherry*): Please send fall semester office hours to Alayna. Please do not schedule office hours during scheduled Department and/ or Program meeting times.
- l. **COED Faculty Handbook** (*Dr. Sherry*): The COED Faculty Handbook is entirely on line, there will be no hard copies. It can be viewed at <http://education.uncc.edu/faculty-resources/faculty-handbook>.

3. **Action Items:**

- a. **SPCD Meeting Lunch List** (*Dr. Sherry*): It was decided by consensus to continue providing lunch before the start of each meeting. A sign-up sheet was circulated.
 - b. **Conflict of Interest and External Professional Activities for Pay Forms for 2012-13** (*Dr. Sherry*): Conflict of Interest forms are needed immediately; complete and return to Dr. Sherry. The External Professional Activities for Pay form is on line at <http://legal.uncc.edu/policies/ps-11.html>. A form must be submitted for each activity.
4. **Open Agenda:** Dr. Browder announced that November 2nd is the date for the Ph.D. Program Planning workshop. Dr. Rebich reminded faculty members that that the week of September 10th Student Teaching applications are due.

Thank you to Drs. Sherry, Baxter and Lamorey for providing lunch today.

5. **Adjourn:** There being no further business; the meeting was adjourned at 1:45.

(Next departmental meeting: Tuesday, September 18, 2012 at 12:30, COED 103)

Minutes respectfully submitted by Cynthia Stasiewski.