

**Special Education and Child Development**  
**Departmental Meeting**  
September 18, 2012

*In attendance: K. Anderson, Baxter, Browder, Brown, Campbell-Whitley, Cooke, Flynn, Jordan, Lamorey, Lo, Matthews, Murphy, O'Brien, Rebich, Sherry, Smith, Spooner, F. Wakeman, C. Wood, and W. Wood*

**1. Call to Order (12:43).**

**a. Approval of Minutes (4/24/12 and 8/28/12):**

- Ms. Murphy made a motion, seconded by Dr. Lamorey, to approve the minutes from April 24, 2012. Motion approved by common consent.
- Dr. Jordan made a motion, seconded by Dr. W. Wood, to approve the minutes from August 28, 2012. Motion approved by common consent.

**2. Information Items**

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

- Congratulations to Dr. Lo and Dr. C. Wood! They were awarded a Personnel Development grant from the Office of Special Education Programs, US Department of Education in the amount of \$998,588.

**b. National Council for the Accreditation of Teacher Education (Dr. Sherry):**

- All NCATE vitas are in – 42 vitas for our full-time and part-time faculty members. Thank you!
- Dr. Sherry has received 12 Professional Leadership Position forms. If anyone has yet to complete, please submit via email by Friday (Sept. 21<sup>st</sup>).
- Course Outlines: Dr. Baxter has submitted SPED outlines to Emily Stephenson-Green; Dr. Lamorey is finalizing CHFD outlines and preparing to submit them.
- Standards Reports: Ms. Rebich is working with Dr. Frazier on Standard 3 and Dr. Sherry is working with Dean Calhoun on Standard 5.

**c. UNC Teacher Quality Research: Recent Graduate Survey – Spring 2012 (Dr. Sherry):**

- A few copies of the UNC General Administration Report were distributed.
- There was a low response rate on previous surveys done by DPI; however, Dr. Sherry noted that 50% of UNC Charlotte 2010-11 undergraduates responded rate to the UNC General Administration survey completed in the spring.
- Dr. Sherry also pointed out that (on pages 6-8) UNC Charlotte graduates rated their preparation programs positively. Most ratings were above 4.0 on a 5-point scale in the areas of Teacher Leadership, Classroom Environment, Content Knowledge, Learning Facilitation, and Reflective Adaptation. In addition, UNC Charlotte graduates rated their 'Employment Context' high in the areas of Leadership Collaboration, Parental Involvement, and Professional Development.

**d. Planning for Clinical Faculty Member Promotions – Spring 2013 (Dr. Sherry):**

- It was noted that Clinical Faculty Member Promotion procedures are contained in new RPT Document; pages 28-36
- There will be an election of a Clinical Faculty Member to the Department Review Committee during the December meeting.
- Dean Calhoun will conduct Dossier Preparation workshops on Sept. 28 (11:00-12:00) and Oct. 2 (2:00-3:00).
- Dr. Sherry will send specific job descriptions, (i.e., instructional, supervisory, research, etc.) to each of the Department's Clinical Faculty members. These job descriptions will be the basis for Dossier preparation
- Timeline for submission and review of Clinical Faculty Dossiers. Dossiers are due to Dr. Sherry on January 5; the DRC will complete its review by February 5<sup>th</sup> and forward it to the Dean by March 5. Recommendations from the Dean will be sent to applicants by May 5<sup>th</sup>.

**e. Faculty Salary Increases (Dr. Sherry):**

- Salary increases will be reflected in the payroll of September 30 and are retroactive to July 1<sup>st</sup>.
- Dr. Sherry explained how the increases for the additional 1.8% funding were prioritized and that it was based on guidelines received from the Provost/Academic Affairs.
- Faculty will be notified by the Provost of their new salary levels (NOTE: If faculty members would like to know their salary level for 2012-12, Dr. Sherry will provide that upon individual request.

- f. **COED Faculty Council (Dr. Lo):** No report. The first meeting is next Wednesday; however Dr. Lo will be taking notes of today's Peer Observation discussion to take to the Faculty Council meeting.
- g. **University Faculty Council (Drs. Smith and Jordan):** No report. The first meeting is next Thursday.
- h. **Travel Allocations for 2012-13 (Dr. Sherry):** There is a \$1,000 per faculty member allocation for the academic year. Additional funds may or may not be available in the spring semester. As costs of travel have risen, it is important to work with Deb so that she can assist with travel arrangements.
- i. **2012-13 Long Form and Short Form Curriculum Revisions (revised) (Dr. Sherry):** Dr. Sherry noted that the forms have changed and that they are on the Academic Affairs web site. The minor changes reflected in the forms are a result of the SAC's accreditation process. You will note that the form requires discussion of student learning outcomes, the new credit hour statement, and information about textbook costs (i.e., electronic, rental, purchase/buy back). Clarence Green is no longer with Academic Affairs; Matt Wise is the new contact.
- 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, and it is planned that finalists will be invited for campus interviews in early spring semester.

### 3. Action Items:

- a. Discussion: Revision of the Peer Observation of Teaching Process (*taskforce members Drs. Wakeman and Flynn*):
  - Calendar of Peer Observations for Tenure/Tenure-Track Faculty has a reduction in the number of summative observations but an additional Teaching Enhancement Plan (T.E.P.).
  - New peer observation calendar for Clinical Faculty Members. It is a five year plan which starts with initial reappointment and by 6<sup>th</sup> year the clinical faculty member can apply for promotion.
  - Discussion by task force will conclude with a vote on the document by COED faculty in November
  - Addition of mentor/peer observations for Part-Time Faculty during their first year. This is envisioned as an active, supportive role as formative versus summative.
    - This may create a logistical problem if part-time faculty is required to observe their mentor. Also, is there any incentive process for the part-time faculty? (*Dr. Baxter*)
    - How will part-time faculty be supported if there are challenges with teaching identified by the mentor/peer observation? How will they demonstrate improvement? (*Dr. Cooke*)
    - This could be perceived as onerous/cumbersome if not presented to the part-time faculty correctly? What incentive or reward is there? (*Dr. Murphy*)
    - Concern expressed regarding time involved and benefits to/for part-time faculty. (*Dr. Anderson*)

### 4. Open Agenda: There were no other agenda items.

Special thanks to Jamie Brown, Ya-yu Lo and Deana Murphy for providing lunch today.

### 5. Adjourn: There being no further business; the meeting was adjourned at 1:48.

(Next departmental meeting: Tuesday, October 23, 2012 at 12:30, COED 103)

Minutes respectfully submitted by Cynthia Stasiewski.