



Department of Middle, Secondary and K-12 Education

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MDSK Department Minutes Friday, January 15, 2016 11:30 am – 2:00 pm COED 110

Chair of Meeting: Scott Kissau

Attendees: Josh Avery, Joyce Brigman, Bettie Ray Butler, Heather Coffey, Rosslyn Crandell, Hilary Dack, Warren DiBiase, Tom Fisher, Paul Fitchett, Susan Harden, Laura Hart, Tina Heafner, Charles Hutchison, Jeanneine Jones, Lan Kolano, Joan Lachance, Chance Lewis, Rex Mangiaracina, Teresa Petty, Tesh Ramey, Spencer Salas, Michelle Stephan, Greg Wiggan
E. Kinloch, A. Lee, T. Pennell

1. Call to Order at 11:46 am

Approval of Minutes, November 13, 2015-Dr. Tina Heafner motioned the minutes to be approved.
Dr. Charles Hutchison seconded the motion. Minutes approved.

2. Housekeeping/Announcements

- ❖ Scott thanked Joyce Brigman, Teresa Petty, and Susan Harden for providing lunch for the meeting. He asked volunteers to sign up for the February 16th meeting.
- ❖ Course Mentors- Scott presented the "Spring 2016 Course Mentors" list to review with faculty. He encouraged mentors to work closely with the part-time faculty and to make sure everything is going well with them. He also reminded faculty that it is COED policy for mentors to observe new part-time faculty within their first two contracts of employment. Documentation of these observations should go to Scott.
- ❖ The Graduate Assistants' work room will be cleaned out. Faculty members are encouraged to look in this room for any items they wish to keep. Items left unclaimed may be discarded or sent to surplus.
- ❖ Scott announced that COED 165 will be converted to a low-tech active learning classroom by fall 2016. It will include write-on walls, moveable chairs/desks, and no scheduling restrictions.
- ❖ The MDSK Flower Fund is depleted. Faculty members who have not contributed their \$20 were encouraged to do so.

3. UNC Dashboard Data

Dean McIntyre attended part of today's meeting for the UNC Dashboard discussion. The faculty participated in a collaborative "Scavenger Hunt." Each person was given a handout with 10 questions and was instructed to use a laptop to locate the answers. The purpose of the exercise was to help faculty familiarize themselves with the data presented in the UNC Dashboard and determine how it would help inform and guide decisions as a unit. The dashboard can be found at <http://eqdashboard.northcarolina.edu/>. It is also posted on the MDSK Moodle Site. The following questions and responses were presented and discussed among the faculty:

1. What data are valuable to you as faculty and what are not?
 - Rosslyn stated that the data helps to identify low performing areas therefore it presents the opportunity to work on whatever area needs improvement.
 - Tina suggested that the data should be broken down by programs.

2. What resonates and what does not?
 - Clinical work and PDS work has helped substantially.
 - Paul commented about the nature of the classroom. He stated that there is a limit on what can be taught until teachers are in a classroom setting.
 - CMS is hiring our graduates however; they prefer to work at schools where they did their student teaching, closer to their homes, or where they attended as a student.
3. Are there data that might drive any changes that could possibly be made?
 - Preparing candidates to work with English language learners was identified as an area of weakness, yet we have a TESL program and faculty with expertise in this area.
 - Lan stated that some type of strategic plan as a department is needed. Maybe a one-time professional development session could be beneficial.
 - More concentrated efforts on the Middle School Programs.

4. Updates (Rex Mangiaracina)

❖ NCIS

- Has doubled in size from last semester (17 new candidates)
- N.C.I.S Team welcomes new liaisons- Dr. Tom Fisher-CMS, Dr. Misty Hathcock-Union, Rex Mangiaracina-Cabarrus, Erica Hobbs- Iredell-Statesville.
- Meetings being held with district level personnel about the impending inclusion and involvement of elementary education candidates to begin Summer 2016.
- Discussions being held with district level personnel about the feasibility of including distance education candidates who have expressed sincere interest in the program.
- Rex encouraged faculty to continue to spread the word about the program.

❖ Clinicals

- Laura announced that the “Field Experiences Portfolio” has been created. She presented a brief overview of where the portfolio is located in Taskstream and student information that would be accessible.
- Designed for ALL students
- Students can update their profile and upload all forms/checklists.

❖ Summer School

- Summer courses will be offered based on what is needed.
- All course offerings will be examined by one of the associate deans.
- Consistent pay rate across College based on enrollment
- Target enrollment numbers: (Undergraduate -20, Masters- 15, Doctorial- 10)
- Faculty teaching a course with the target enrollment numbers or higher will make 10% of their salaries (with ceiling of \$8K) for their course.
- Faculty teaching more than 1 course with target enrollment will be paid \$6K per additional course (if salaries do not exceed 3/9 rule)
- Faculty who teach a course with fewer than the targeted enrollment numbers will be paid between \$4-5K per course:
 - Undergraduate: 6-10 (\$4K);11-19 (\$5K)
 - Masters: 6-10 (\$4K);11-14 (\$5K)
 - Doctoral: 4-5 (\$4K); 6-9 (\$5K)

❖ Committee Reports

- Hilary Dack is the Library Representative. She asked if anyone has ideas, books, or materials that they would like to see added to the library collection. If so, please forward to her the information by January 29th 2016. (Send material names, author names, ISBN numbers etc....) Cannot include textbooks for courses.
- Diversity Committee Report- (Susan Harden) The committee is very active. The Dean has approved a diversity audit for the college. Candidates for faculty searches will be interviewed by the committee members about diversity questions and concerns. Debra Walker may contact faculty for interviews. Susan asked faculty members to please consider participating in the interviews.

5. Professional Development (Joan Lachance)

Joan presented a 30-minute session on Academic Language Development to demonstrate practices to help all students achieve and advance by identifying the importance of connecting content to language. Joan demonstrated the modified TESL edTPA lesson plan that now also includes the following: language objective, language function, academic/vocabulary language demands, linguistic competency, language supports, and prior knowledge and cultural connections. It was emphasized in the meeting that we are all content AND language teachers. We need to provide our candidates with strategies to make both the content and the academic language associated with that content accessible to their K-12 students. Joan ended the presentation with a fun and collaborative exercise. See Joan's PPT in the MDSK Moodle page for more details.

6. Faculty Sharing

- ❖ Heather shared with the group that she will become the Project Director for the UNC Charlotte Writing project this summer. The Writing Project is moving from the English Department in CLAS to MDSK.
- ❖ Chance reminded the group about attending the ICUE conference in San Juan, Puerto Rico. November 3-5, 2016. Proposals are due April 22, 2016.
- ❖ Rosslyn reported that application week is the first week in February.

Adjourned: 1:56 pm