

**Special Education and Child Development  
Departmental Meeting**

April 24, 2012

*In attendance: Anderson, K. (left at 1:35), Anderson, M. J., Baxter, Browder, Brown, Campbell-Whatley, Cooke, Correa, Flynn, Jordan, Lamorey, Lara-Cinisomo, Lo, Matthews, Murphy, O'Brien, Rebich, Sherry, Shue (left at 1:35), Smith, Spooner, F., Spooner, M. (left at 1:10), Wakeman, C. Wood, and W. Wood (arrived at 12:49)*

**1. Call to Order (12:46).**

- a. Approval of Minutes (3/20/12):** Prior to today's meeting, Dr. Sherry emailed the March 20<sup>th</sup> minutes to faculty members for their review. Dr. Correa made a motion to approve the minutes; Dr. Anderson seconded the motion. The minutes were approved as presented by common consent.

**2. Information Items**

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

- Sandraluz Lara-Cinisomo: Dr. Lara-Cinisomo has accepted a post-doctoral fellowship at UNC Chapel Hill, where she will continue her research on maternal depression. She will start on July 1<sup>st</sup>. It is a two-year post-doctoral fellowship with an option of a third year. Dr. Lara-Cinisomo took a moment to thank Dr. Cooke for being such a wonderful mentor and everyone else for making her feel so welcome here.
- John Beattie: Dr. Beattie is making positive progress.
- Joyce Green: Joyce will be retiring on July 31<sup>st</sup>. Drs. Lamorey and Cooke will help out in planning a commemoration.

- b. Honors in Education (Dr. Matthews):** A spring recruitment was done. They have had a hard time in the past getting students to apply. They have worked with the TEAL Office with regard to recruitment. They will now have a spring and fall application period. They will send letters to students to let them know of the program. The deadline is today at 5:00.

- c. New Syllabus Template Requirements (Dr. Melba Spooner):** She sent the faculty a document yesterday and reviewed it (COED Inserts for All Course Syllabi). The Legal Affairs website has the best practices posted. There are statements that all students must read (diversity statement, code of conduct, etc.). The academic integrity section has been updated. Another item that needs to be there is the section about validating work and identification. She noted that the religious accommodation section was added last year. She has added a link to the form that the student needs to complete for religious observances prior to the date requested. She noted that faculty should include the new credit hour statement. The difference between a course outline and the syllabus was explained... the outline guides us.

- d. Ph.D. Program: New Admissions and Funding (Dr. Browder):** (Handout: *Doc Student Funding for 2012-2013*). New doctoral students were announced in an email. There are eight full-time students coming from four states. Funding: there has already been some movement. She discussed a new grant (Drs. Test and Browder). She discussed the fact that the students will want to talk to their advisors sooner than usual about registration procedures. Dr. Browder requested feedback on the online portfolio procedure. A brief discussion ensued; the pros and cons were discussed. Dr. Spooner (Fred) thinks it expands the window of opportunity to get things done (he was able to review portfolio entries while traveling to Denver, for example).

- e. University Faculty Council Updates (Drs. Anderson [Kelly] and O'Brien):** This item was not covered in this meeting.

- f. SPCD End-of-Year Updates (Drs. Baxter and Sherry):** We won't be reviewing student performance data at today's meeting. Faculty members will review program data at Program Meetings.

- g. SACS Student Learning Outcomes Updates Required: SPED, CHFD, AIG, and Ph.D. Programs (Dr. Sherry):** The SACS student learning outcomes are due on June 10<sup>th</sup> (final reports).

- h. Departmental Elections Announced (Dr. Sherry):** On April 9<sup>th</sup>, Dr. Sherry sent out an email that announced all the new representatives. He also wanted to welcome Drs. Matthews and Lo to the Departmental Review Committee; however, there may not be much for them to do this year. Dr. Sherry also noted that we would need to be taking nominations for Dr. Lara-Cinisomo's position.

- i. Proposed Process for Electronic Submission of RPT Dossiers (Dr. Sherry):** There will be a new process in the fall. We used the "s" drive for submissions this year, but we have now gotten rid of the old Novell platform. Dane is

building a new Moodle project site for electronic dossier submissions. He will hold a training session on the new process. We have no tenure earning faculty in our department who will submit their dossier during 2012-13 (but clinical folks could). Dossier preparation sessions will be held on April 27<sup>th</sup>.

- j. Summer School Compensation Guidelines: April 2012** (*Dr. Sherry*): A handout was distributed (*Changes to Summer School Compensation Guidelines for Implementation Starting with Summer School 2013*). Dr. Sherry said that generally we do not hire part-time faculty in the summer. He asked the faculty to review the handout.

**3. Action Items:**

**a. Committee Nomination:**

- **Library Departmental Representative** (1 2-year term – 2012-14): Dr. Wakeman said that she would do it if no one else wanted to. Dr. Wood (Wendy) nominated Dr. Wakeman. Dr. Sherry called for a voice vote. Dr. Wakeman's nomination was unanimously approved.

- 4. Open Agenda:** Dr. Baxter reminded the special education faculty that they have a program meeting next Tuesday.

Dr. Sherry closed the meeting by thanking Drs. Smith, Wood (Charlie), Test and Spooner (Fred) for providing lunch today.

- 5. Adjourn:** There being no further business; the meeting was adjourned at 1:38.

*(Next departmental meeting: Tuesday, August 28, 2012 [to be confirmed], 12:30-1:50, COED 103)*