

Minutes
MDSK Department Meeting
Friday, September 17, 2010
11:30 – 1:30
COED 110

1. Call to Order

- a. Paul Fitchett motioned to approve Minutes from August 20, 2010. Seconded by Tina Heafner.

2. Library Update – Judy Walker

- a. Laura Hart – Library Representative
- b. The library will now purchase all books either edited, written by or containing a chapter written by faculty.
- c. The curriculum center does not have a budget this year. Therefore, Judy is asking each department for 5-10% of their budgets. We added this topic to Item 6 to discuss at the end of the meeting.
- d. Judy needs our answer in a week or two.
- e. We need to make sure the students know who Judy Walker is so they can utilize her to their benefit.
- f. Judy can also input information into Moodle for faculty.

3. Announcements

Congratulations to Jeanneine Jones on her nomination for the Bank of America Teaching Excellence Award. We all wish Jeanneine well.

- a. Graduate Assistants – Support for faculty seems to be going smoothly.
- b. Budget – Travel – The goal is for each faculty member to get \$1,000 for travel each semester. However, we have not received the funds as of yet. To date, we only have \$5,500 total. We are offering \$500 to each faculty for this semester only. Should additional funding become available, we will increase that amount.
 - i. The P-Card was introduced for travel use. More information will be forthcoming.
- c. Hospitality Fund – If you have not already done so, please remember to pay your dues.
- d. Spring Schedule – Warren sent out the schedule to the program coordinators requesting changes be returned to him no later than Friday, September 17, 2010. Warren will review the changes and send out the draft spring schedule to Michelle and Micki for entering.
 - i. For the first time, we will have 3 sections of the following methods courses: Science, Math, English and Social Studies.
 - ii. Two content courses will be offered per subject area in summer one and summer two.
- e. Transient Study Form – Make sure that the undergraduate students file the Transient Study Form **PRIOR** to taking the course. They are tightening up on the procedures in the Dean's office.
- f. Transfer of Credit Application – In order for course credit to be applied, the course needs to be graded. No pass/fail courses will be allowed.

- g. Course Curriculum Proposal Forms – Please provide Warren your proposals by October 1, 2010. We need to adhere to the timeline provided. Be sure to double check everything for inconsistencies, typos, or omissions. If we have mistakes, it delays our progress in the process. We are to have these changes up and running by August, 2011. Be sure that the title is the same as the course name. FYI....it took 6 weeks after approval to get the undergraduate courses online.
- h. Searches – We talked previously this week regarding the searches to come out of our department. The Search Committee for Position 2062 will be headed by Lan Kolano, and committee members will be: Greg Wiggan, Spencer Salas, Bob Rickelman and Charles Hutchison.
- i. Peer Observations – Be sure to get 2 copies. One you keep and one signed copy gets sent to Warren or Michelle to place in your personnel folder.
- j. SACS Report – Reports due October 1, 2010. Get them to Warren as close to October 1st as possible.

4. Revisioning

- a. Tina is working with Dane to develop portfolios in Taskstream. We are collecting artifacts for Evidence 6, Part A for SECD 4140, 5140 and MDLG 5130, and 3131.
- b. Evidence 2 will not be collected this fall. It was voted that this would be done in Methods courses.
- c. Evidence 3 will be collected this fall.
- d. All methods instructors will need to meet to discuss.
- e. Teresa Petty asked if anyone had brand new students in the program this fall. If so, they are required to collect all 6 evidences.
- f. Portfolio information will be forthcoming.
- g. Tina referenced the handout she brought with her regarding developing a rubric for capstone and graduate students aligning with the state submission.
- h. We need to collect leadership project for NCATE, not NCDPI.
- i. TESL 6206 has been submitted and designed for Moodle.
- j. TESL – Second language course needs to have a short form done.
- k. Deadlines for rubrics end May, 2011.
- l. There has been no word from the State on the rubrics or Master's program we submitted earlier.
- m. An addition to the MAT planning sheet included Adolescent Learning.
- n. MED program made significant changes due to lack of content. We are guaranteeing the offering of Advanced Methods.
- o. Paul Fitchett's course targeted specialized advanced pedagogy.
- p. Bruce Taylor – Multi literacies
- q. Paul Fitchett – Assessments
- r. Urban issues still need to be developed down the road. Globalization is a new requirement.
- s. The hours required for the MED have been changed from 39 hours to 33 hours.
 - i. The MED program will be fully online to expand the outreach.
- t. MTEC students are from different locations across the state.
- u. Thank you to the revisioning team: Spencer, Lan, Theresa, Scott, Jeanneine, Teresa, Warren, Tina and Diana.

5. Committee Reports

- a. COED Faculty Council – Not yet met.
- b. UNC Charlotte Faculty Council – Not yet met.
- c. DRC – Reviewing dossiers, should have recommendations next week.
- d. COED Information Technology Advisory - To meet today.
- e. Library Representative – Judy Walker spoke on this subject.
- f. Internationalization – To meet next week.

6. Other Business – The request by Judy Walker for funds from our department budget. We will need to discuss it with Michelle to see what our budget actually looks like.

- a. Theresa Perez indicated the importance of new materials being purchased.
- b. Tina Heafner motioned that we allow Warren to take the idea of contributing money to the center to the Leadership Council for discussion on what the college as a whole would like to do. Theresa Perez seconded this motion.
- c. Rosslyn Crandell reminded us that application week will take place the last week in September.
- d. Tarra Ellis indicated that the LETI deadline is the same as the other application deadlines. There must be 3 diverse setting outside of the student's home school.

7. Meeting Adjourned.