

Minutes
MDSK Department Meeting
Friday, January 17, 2014
11:30 AM – 1:30 PM
COED 110

- 1) Call to Order
 - a. Approval of minutes from November 22, 2013 (sent out via email) - Moved by Charles, Second by Lan. Minutes approved.
- 2) Welcome Jessi Smith.
- 3) MEd in Urban Education- a status check (Chance Lewis)
 - a. Chance – MEd in Urban Education is moving ahead. The plan is to move the program from Educational Leadership to house it in our department. We will be looking for a Program Director. Warren and Chance will keep you updated on the information, as it is available.
- 4) Announcements and Updates
 - a. Office of Intercultural Outreach Programs Australian student pen-pal program, January 11th-February 1st (Joan Lachance)
 - i. Met Tuesday (1/14) and welcomed 20 students and OFE took them on a comprehensive tour. The students were very interested in the program. They are all teacher candidates, mostly elementary grades. Everyone is welcome to get involved with this enthusiastic group.
 - b. Website changes -
 - i. In the process of updating the COED Webpage. The departmental pages will have very minimal changes. The purpose of updating the website is to make it more user-friendly. The changes to the website will need to go to Ed through Tina Heafner or Jessi Smith. The website will be somewhat similar to Arts and Architecture.
 - c. "Special Winter Session"
 - i. The special session ends today and Warren thanked the program directors who were involved in the process of this special session and the professors who taught these courses. The stipend pay for teaching the special session courses will be paid. Please keep Warren posted if you have not received at least partial stipend pay.
 - d. Travel (Kathy Lloyd)
 - i. If you are using a fund number for travel that is not MDSK's fund, you will need to get the department in which the fund number belongs to use their P-card for your travel expenses. If you have any problems, or the funding department does not have a P-card, please let Kathy or Jessi know. The mileage rate has changed from \$0.565 to \$0.56. If you receive a motor fleet denial and will be traveling more than 100 miles, you can receive the higher mileage rate of \$0.56/mile, or if your daily round trip does not exceed 100 miles; if not, you will receive the lower rate of \$0.30 per mile. Jessi can submit a motor fleet request for you and, if you do not get a denial and wanted one, Jessi can cancel your vehicle.
 - e. Syllabi to Terri
 - i. Please send your Syllabi to Terri as soon as you can.
- 5) edTPA (Laura Hart)
 - a. edTPA "new portfolio" implementation and the transition to using the new portfolios
 - i. Laura went through the Taskstream website to show the faculty how to use it. You will need to be enrolled as an evaluator by Laura or Dane. You can enroll yourself as a student and see exactly what the students see. Task 1 and Task 2 are for Methods courses. Any student that is NOT student teaching in the Spring 2014 will need to use the "new" portfolio. Not doing well on just

the edTPA will not keep the student from receiving their licenses. The enrollment codes are available on the edTPA website as well as in the document Laura e-mailed. edTPA training will be offered around the end of March. Laura is trying to compress the training into one-day training. Dane has suggested that anyone who is involved with edTPA should attend the training. Students will receive access to a new portfolio during student teaching so there is no confusion which portfolio they need to upload their information. "Initial" and "Advanced" candidate disposition portfolios are under different links. The edTPA rubrics will need to be followed. They can upload multiple files to their portfolio. The video files that will be accepted are in the edTPA handbook. Dispositions have a different portfolio. Laura stated, "These portfolios are like drawers in a filing cabinet. You can have multiple drawers." Paul asked what purpose will benefit from the \$150,000. Laura explained that this money will pay Pearson to score the portfolios from student teaching. There is a two-week turnaround for the portfolios. Pearson will pay each person who scores the portfolios. This program will not offer the 1:1 ratio for student teachers like the ISL program. Students will receive a timeline for their student teaching. Please contact Laura if you have any questions. Everyone is expected to start using the new portfolios this semester for the students that are NOT student teaching.

6) Committee Reports

- a. COED Faculty Council (Butler, Hutchison)
 - i. Warren wants everyone to get involved and give feedback for Charles to present to the Faculty Council meeting. Faculty is at a 3:2 or a 3:3 load, which will focus more on teaching and less on research. Warren suggested having open meetings for discussion about the Faculty workload. No decision has been made about this; it is still a work in progress.
- b. UNC Charlotte Faculty Council (Fitchett, Coffey)
- c. DRC (Petty, Jones, Kolano)
 - i. favorable reviews
- d. COED Information Technology Advisory (Petty)
 - i. no new business
- e. Library Representative (Butler)
 - i. Bettie Ray is absent
- f. Internationalization – (Kissau, Wiggan)
 - i. Meeting on Tuesday. Scott met with Latricia Boone before break to discuss advertising and promoting Internationalization. Processes need to be determined on how to collect data about international themes. Before break, Scott was going to submit a grant proposal, but it fell through due to insufficient housing.
- g. MDSK Advisory Committee (Hutchison)
 - i. The enrollment numbers in the programs are raising serious concerns. Need to determine what to do to invite students into our programs. Suggestion made to "re-invent" courses for programs to be more appealing to students. Look into more aggressive recruitment in neighboring counties. Susan suggested defining education more broadly. Charles is open to new ideas.
- h. MDSK Dispositions Committee (Kissau)
 - i. Didn't meet so there is no new business.

7) Evaluation of Chair (Jeanneine Jones and the DRC)

- a. Warren excused himself so that faculty and staff can submit evaluations.

Meeting adjourned at 1:30 pm.