



Department of Middle, Secondary and K-12 Education

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Minutes
MDSK Department Meeting
Friday, September 13, 2013
11:30 am – 1:30 pm
COED 110

1. Call to Order

- ❖ Approval of minutes from August 16, 2013 (sent out via email)
Approved by Heather and seconded by Charles

2. Welcome Dean Ellen McIntyre

- ❖ Dean McIntyre wants to meet with everyone in their departmental context. The Dean would like each of the program area groups to schedule a time to meet with her (30 minutes) and, in that time, present the program to the Dean in a five- to seven-minute PowerPoint presentation. The rest of the time will be used as dialogue. Schedule the meetings anytime between now and May 1st.
- ❖ Also, please drop off any books you have written with the Dean so she can get to know you better.

3. Welcome to Cheri Griffith (Manager, UNC Charlotte Barnes and Noble Bookstore)

- ❖ Spring adoptions are due October 18th. How can the bookstore better serve our needs? Questions?
 - i. How many books are actually ordered per course? B&N keeps sales history from previous semesters, orders are based on previous sales history.
 - ii. Can bookstore let us know if there is a new edition of the bookstore? Usually B&N does check for new editions.
 - iii. You can check book status on the online website to make sure books have arrived. If you do a late submission it should show up within 2 days.
 - iv. How long does it take for a book to come in? If it is a special order it can take up to 6-8 weeks. If you are doing a coursepack it can take up to 4 weeks.
 - v. To keep track of your order you can go to uncc.bncollege.com – textbooks – select classes and it will show books available for that class. Under your account you can keep track of everything that has been turned in to B&N.
 - vi. Faculty members always have access to shelves you can ask a manager to go see

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them. Also, if you have Faculty Enlight you can see what professors are teaching across the country and what books they are using in their courses.

- vii. Is there an advantage going through B&N bookstore for ebooks and books on Candelight? B&N offers different options, used books, ebooks available for purchase and there is a rental program that saves students up to 50%.
- viii. Some students are having issues not receiving their mail order textbooks, why? If B&N runs out of the book, they order it and send it 2nd day delivery but if the publisher doesn't have it in stock they are backordered.

4. Announcements and Updates

- ❖ NCATE (Laura Hart)
 - i. November 3rd – 5th – NCATE will be here November 4th to do interviews. On Sunday November 3rd they will ask a few faculty and department chairs to be here to meet with NCATE. Also, may need help picking them up from the airport.
 - ii. Course Syllabi to Terri
- ❖ University Policy 102.2. CONFLICTS OF INTEREST AND COMMITMENT
- ❖ edTPA (Laura Hart) – MDSK is in a really good place. The faculty commitment to edTPA has been exemplary so far. There will be two more “Understanding the Rubric” training sessions in the spring, this is level II training. Hoping to eventually put in place a level III training around specific content area. The goal is to partner with our sister institutions to offer this training across the state. Encouraging faculty to go through training with Pearson to become an edTPA scorer and you can earn some extra money.

5. Curriculum Approval (Heather Coffey, Susan Harden)

- ❖ EDUC 1100/2100
 - i. As part of the University QEP Prospect initiative, first semester freshmen who indicate an interest in teacher education will register for EDUC 1100. This course will be blocked for all other students.
 - ii. EDUC 2100 will be blocked for entering freshmen in each fall semester only.
 - iii. EDUC 1100 and EDUC 2100 have an updated common core curriculum that provides an introduction to education and diversity in schools. Both courses will include an emphasis on professional dispositions.
 - iv. EDUC 1100 is different in that it is a 4 hour course that incorporates the freshman Prospect engagement curriculum.
 - v. EDUC 1100 will substitute for EDUC 2100 for candidates in CHFD, ELED, MDLG, SPED, and SPEL.
 - vi. Freshmen who plan to enroll in the SECD secondary minor will have the option of taking EDUC 1100 plus SPED 2100, instead of MDSK 2100.
 - vii. These changes need to be reflected on all updated program planning sheets

6. Spring 2013 Schedule

- ❖ Master schedule ready to go, meeting with Melba on Wednesday to defend our schedule, correct meeting times and correct room use. Warren will get the schedule to Terri and Kathy by Thursday so they can start uploading it into the system.

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7. Committee Reports

- ❖ COED Faculty Council (Butler, Hutchison)
 - i. No meeting yet, but if any general items of interest across college let them know. Dean wants the Faculty Council more involved (it's an open meeting), she would like more guests to come sit in and engage in the issues.
- ❖ UNC Charlotte Faculty Council (Fitchett, Coffey)
- ❖ DRC (Petty, Jones, Kolano)
 - i. Materials have been uploaded into Moodle and everything will be sent to the DRC on Monday. Warren will get a timeline from the Dean.
- ❖ COED Information Technology Advisory (Petty)
- ❖ Library Representative (Butler)
- ❖ Internationalization – (Kissau, Wiggan)
 - i. Primary objectives – they are revisiting the 2010-2015 internationalization plan. Do we want to revise some of it? If not, we need to get the ball rolling to implement the changes mentioned in the plan.
 - ii. If anyone wants to participate in the Longview Foundation Grant, please participate because right now UNC Charlotte doesn't have any involvement.
 - iii. There is a new office of International programs and the college liaison is Scott.
 - iv. Don't forget about the Internationalization travel grants, the guidelines were sent out by the dean a couple of weeks ago.
- ❖ MDSK Advisory Committee (Hutchison)
 - i. Discuss goals and vision for the department. Connect ideas from the faculty at large. Recraft the vision, rethink our mission and objectives.
- ❖ Program Meetings
 - i. Are you interested in program meetings? It would be an opportunity to sit down and talk about issues. Formal meetings maybe once or twice a semester. Let Warren know.

8. Faculty Updates

9. **Other Business** – Myra – If everyone could announce to your students that if they have not applied for student teaching for next fall, please do so immediately. Our numbers are dismally low; it's under 20 student teachers. Normally it's closer to 40.

10. News of the community

