



Department of Middle, Secondary and K-12 Education

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MDSK Department Minutes
Friday, August 22, 2014
11:30 a.m. – 2:00 p.m.
COED 110

Call to Order—by Scott Kissau at 11:45 a.m. Scott stated thank you for all the support that you all have given him over the last six weeks. He has learned a lot already, yet he still has a lot to learn. If he does not know the answer to your question(s), he will get back with you with the answer. He stated please be patient with him.

Approval of minutes from April 25th, 2014 (minutes distributed earlier via email)

Moved by Tina Heafner, Seconded Paul Fitchett by –Minutes approved

1. Introductions

- a. Rex Mangiaracina—Scott welcomed him. Rex helps with student teaching—Teacher in Residence
- b. Tom Fisher—He took Myra's job
- c. Adrienne Lee—Scott welcomed as Administrative Assistant for MDSK
- d. Josh Avery—Josh is representing TEALR to help improve communication. Scott stated that Josh will be attending these meetings going forward.

2. Introductory Activity—Team Building Exercises

Scott posted 4 Sheets on the wall and the faculty analyzed qualitative theme by using a post-it note to indicate their suggestions for each theme below:

- a. *One Suggestion that I have for this year.....*
Jeanneine spoke for her table: party at Scott's house, become an advocate to the Dean's office, research symposium, add pictures to the walls, include more financial support for faculty travel, have flexible training opportunities, have shorter meetings through email announcements, continue the end-of-the-year faculty retreat
Scott's comments: notice the bulletin boards, hoping for shorter meetings, develop a three year plan vision (Scott stated that he will remove administrative material—ex: Committee Reports can be sent via email.)
- b. *I could benefit from some additional support or professional development in regard to....*
Comments: Technology Development, Course development, SABA, Grant writing/support (how to find what is available), edTPA
- c. *What I Love about MDSK.....*
Charles spoke for his table: Creativeness, the faculty likes one another, mentoring, diversity, nice work environment

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Scott stated that this will help guide his leadership this year, and he does not plan on making many changes, nothing is set in stone, and faculty can always revisit what may be proposed today.

d. *Something that we, as a department could do even better is.....*

Joan spoke for her table: Research Collaboration, more communication with each other (about what we are doing), effective online course development, funding for Graduate students, mentoring, sharing space for restricted use of data and work

3. OFE/clinical updates - Joyce Frazier, Sue Rebich

Joyce Frazier from REEL reported the numbers for Student Teaching for the Fall 2014 semester:

196 Students

24 School Systems

137 School

25 MDSK

35 Secondary

7 Spanish, 2 French

7 TESL, a total of 76 from MDSK department

Sue stated that email packets with forms are due August 29th. If someone turns in their form late, they will get a placement that may be in Cherryville or Union County. Sue should be told if you are using a particular school for your course in order to avoid overloading. Students need to articulate their needs to their contact person. Please communicate clearly with the students. Year-long interns can complete clinical hours in their year-long setting. Scott is working on the descriptive updates of clinical requirements for courses. Scott stated that he and Laura are looking at how they need standard language and incorporate video-taping (edTPA), and that they would discuss this more on Monday. Sue stated that she needs clear and concise descriptions to sent to administrators so they can look at what we perceive as course requirements. Online clinical request forms are coming. Placements will be posted September 19th (students will know their placement). Charles Hutchison asked how long the school experience log should be, and Sue responded by saying that this is a departmental conversation but it is generally kept for two years. He then disposed; if students are coming through our program our students will take Praxis 2 in lieu of EE2.

4. edTPA update- Laura Hart

- a. Taskstream- Laura reported what we have for the undergrad and grad cert program. A chart was sent out via email from Kathy that shows how the new portfolio looks. UG and Grad cert programs have a single portfolio (ex. edTPA Practice + Dispositions MDLG English-LA). Old portfolios are not turned off yet, but will be soon. There is a "Getting Started Guide." Upload taskstream directions-Resources-Taskstream information for students and faculty. edTPA information only open to the UNC Charlotte audience (access has to be in a controlled environment). edTPA information will push into Moodle which includes the edTPA newsletter, handbooks, templates, student guides, and special guide for student teacher (must be password protected). Guidelines are for acceptable support for candidates, final lesson plans, many video resources, compressing videos, faculty link to the AACTE site, etc. edTPA Task 1, 2, and 3 are to be shared with your classes and video files are to be used in your course. Spring Retreat will hopefully be continued for feedback, scores, etc. This is the pilot year, though it counts on student-teacher grades. edTPA is getting a lot of national attention. Rosslyn, Tom, Rex, and Laura have volunteered to be the supervisors to the student teachers for MDSK this semester. They will have two sessions opened to invite some MDSK faculty to support and provide input the week of October 13th. They would like to invite Tarra, Joan, Teresa, and Michelle to come talk to the class. Laura stated that they will have the first set of scores by December 4th.



- b. Dispositions- Anyone can assess any student at any time, but we do have a process in place for coaching students through dispositions, not in academic issues. We may not have what we're looking for in other areas. There is also an Assessment of Professional Education Disposition Form. If you teach MAT, Med, etc. it is encouraged that you use the disposition form. Students may be able to do the course work but they will not have exactly what we are looking for in some of the other areas (the process is explained on the website). You can complete the form by hand or electronically, and you can assess and meet with the candidate. Your Department Chair will be willing to help discuss this with you if needed. Remember to sign and date this and give to Laura. Give a copy of the conferencing form to Department Chair, Candidate/student, and to Laura Hart. Laura stated that she is the central gate keeper for the forms, as she logs them into the system. She stated that 95% of the time you conference with the students will remedy some of the problems, so identify the problem, (example: student failing to respond, dressing inappropriately, falling asleep in class) have the discussion with support, and this will usually remedy the situation. Laura stated that Scott was your Dispositions representatives and now we need to figure out who is the new Disposition person. Laura stated that students normally rate themselves very low. Laura will take two dispositional assessments to the Chair and discuss. Charles stated we need to look at this if it becomes a legal matter.
- c. MDSK student teacher support
- Laura reported that anyone can access any student at any time, but we do have a process in place for coaching students through dispositions. Identify the problem, have the discussion with support, and it usually remedies the situation. Remember to sign and date and give the form to Laura. Laura will take two dispositional assessments to the Chair and discuss. Teresa stated that this documentation is extremely important for readmission issues and for other issues that may arise. Tarra brought up privacy issues. Charles said that if there are issues of harm to themselves or to others, it must be reported. Warren brought up that there are many forms to upload for the students' self-assessment, so now everything they have to do is under self-assessment 1 or 2.

5. Proposed changes to Graduate Certificate program- Teresa Petty

Currently, we require 18 hours of coursework and background content coursework of 24 hours - we tell them exactly what they have to take, and now we also have Praxis 2 as a new requirement (to be recommended for a license). What becomes problematic is "Why can't we have a cohort model with the graduate certificate program that would help us with clinicals, edTPA, etc..? Students come in at different places with more or less requirements which may be a problem. TFA students have passed Praxis 2. If they have any of the 24 hours deficiencies they do not have to take the background course work as lateral entry teachers. Teresa is proposing that we offer students one of three ways to gain admittance (a student comes in with a related degree, 24 hours of content in the field, or passing Praxis II score). This aligns with DPI requirements, and allows for a cohort model. This would be beneficial in recruitment and scheduling, and would offer more time for peer collaboration. Several faculty members voiced agreement. Some courses do not have easy access, such as day classes. Charles stated this is doable and equitable. Scott mentioned that these requirements are already in place in GTC and FLED programs.

6. Graduate Assistants/Student Workers

MDSK Graduate Assistants – we have one less graduate assistant than we have had in the past. We have less funding for GAs this year (\$30,000-\$42,000). Use GA's effectively and make them accountable. Scott will send out list of graduate assignments today. Scott developed a survey for faculty to state Graduate Assistant needs. This survey is online: Scott mentioned that under "Projects" in Moodle, there is a GA survey to evaluate GAs. Please submit this once a month. Scott gave a power point presentation for the Moodle for the GA Survey. Tina

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Heafner stated that SPED has a phenomenal graduate program that fully explains graduate assistantship duties. Paul Fitchett mentioned that OFE has a good program for utilizing Gas, and that it is more expensive to hire a GA than adjuncts to teach a course.

MDSK Graduate Assistants are:

- Elena King
- Katie Golfus
- Laura Handler

We have hired two Student Workers and are looking to hire a third student worker. Scott mentioned that faculty could help utilize the student workers as well.

The Student Workers are:

- Rachel Jones
- Tevin Davis

7. Course Schedules

a. Fall 2014

Check class rosters and direct students who are not registered to do so immediately

Cancellation for nonpayment is scheduled for August 27th

Last day to drop/add is August 27th at 11:59 P.M.

- ### **b. Spring 2015-this department is really under microscope. The Dean showed Scott a chart from the Provost where MDSK courses are being scrutinized and hopefully we can improve this situation. No classes have less than six students. Tina Heafner mentioned workload –look at our high enrolled class and make them more controlled and have lower caps for equitability in classes.**

8. Announcements and Updates

- ### **a. Leaves- Betty Ray Butler on family leave for the Fall 2014 semester**

- ### **b. Paul Fitchett was promoted to associate professor**

- ### **c. Faculty Searches-3 Lines were hoped to be continued for next year, but only one line was continued (Jim Lyons discontinued), (Peggy Ceballos line discontinued), (Dan Saurino line was continued) so there will be a search soon for the position.**

- ### **d. Budget**

Travel money - Scott stated that he has not received any information on the travel funds. Scott is under the assumption that it is the same \$1500 for junior faculty and \$1,000 for other faculty.

- ### **e. Travel procedures- Adrienne should receive her p-card Wednesday, August 27th.**

- ### **f. Pantry & Sunshine Funds- Scott said that we were down to \$15 for the flower/coffee fund.**

9. Class/Teaching Information/Advising Students

- ### **a. Syllabi - Scott already sent inserts (Please include the inserts). Laura Hart asked if it would be possible to do a Moodle site for Faculty to put their Syllabi in. Scott stated that he can create a file to put everyone's Syllabi in Moodle.**

Checklist- COED webpage

Send out electronically via email or post on web (faculty homepage, Moodle, etc.)

- ### **b. List of Advisees-Scott said to email Terri if you need a list of your advisees.**

- ### **c. Incompletes & Independent Study documentation- Scott stated that there are Faculty Resources on the webpage-make sure you have appropriate documentation for Independent Studies or Scott will not sign (i.e., copy of syllabus, explanation, etc.). Scott stated that he has 9 students listed under him for Independent Study, however, he only has documentation for 4 or 5 students so it will be difficult to track down the instructor to get the grade at the end of the semester.**



10. Urban Education Update- Chance Lewis

Chance stated that he will work with the faculty members that have a particular interest in putting courses into the M.Ed. in Urban Ed program, and will move that through the college curriculum approval process this fall. Chance stated that he met with Kelly Anderson this morning in reference to this. M.Ed. in Urban Education will be online with a national reach in order to increase numbers. We have strong endorsements for the program as there is no other program in the country right now that has a complete Master's program online with Urban Education teacher credentials. Chance is learning a lot about the curriculum process, and he will keep the department posted at each faculty meeting. The West Fest Event, described as a back to school kick off, is at West Charlotte High School and usually attracts about 1000 people. Education Collaborative is hosting their 2nd Annual Pursuing Extraordinary Outcomes in Public Education Conference at the Center City Building on October 10th. There will be flyers, and if you want to present at the conference, please do so. There were about 150 people last year at the conference. On November 6-8th, there will be a conference in Motego Bay, Jamaica. People from all over the world are attending this conference, and 360 people have already registered. Flyers are available for this as well.

11. Vision for the Future – Dean's Agenda

Scott stated that the Dean mentioned the Leadership Retreat that several of you took part in this summer. Vision for the Future -The Dean wants this department to have a two hour meeting- he will send out a Doodle poll sometime in September before our next meeting.

12. Potluck

Scott stated that he thought having food makes long meetings more tolerable. The signup sheet will be posted in the kitchen of our department. He wants 3 people per month to volunteer to sign up for potluck for each MDSK meeting. Please sign up!

13. Professional Development

Scott stated that every departmental meeting can have a brief (15 minute) presentation on professional development so that we can hear different expertise in different areas. SOTL grants, for example, require a letter of support and Scott would like information to be shared with faculty members. He has developed a faculty signup sheet on the website where you can click on the professional development date you would like to present. Scott volunteered to do the first one at the next meeting.

14. Resources

Scott presented online teaching resources, mostly asynchronous classes. Scott has handouts that are very informative and helpful in getting the students involved (ex: Wordle.net, Padlet.com, etc.). Scott presented slides of all the applications that are very conducive to online learning communications, using emails, verbal, and video communications.

15. News of the community-

COED Picnic- Friday September 12th from 5-8 p.m. at Frank Liske Park

Adjourned at 2:00 p.m.

