

MDSK Meeting Minutes- 11/11/11

Policy 99- You cannot make more than 1/3 of your salary in the summer including stipends for program coordinators. Be aware of this for grant writing purposes.

Website- a vita and blurb should be emailed to Hannah.

RALC- in the past, Terri was issuing permits for RALC students, but now Terri will contact an advisor and get permission before allowing them into the course.

Common Core- NC adopts essential standards; most notable changes are in Middle Grades.

Spring schedule was sent out for approval prior to this meeting. The summer school schedule was trimmed down, so there is a proposed \$57,000 budget. Summer school pay is \$5800/course and \$5000/second course.

Please note that due to the fact that these minutes are being sent out late, some issues are not included because they have already changed and will be addressed in future editions.

MDSK Meeting Minutes 1/13/12

February department meeting will be held at the Center City Building on February 17, 2012. There will be a discussion of the RPT documents. Chance Lewis has worked out these logistics for us and parking/general info can be found in your respective emails.

Sue Rebich from OFE- thanks for keeping up with policies. There is an extended day for the orange forms being due, so there will be no formal second round of placements for student teaching. The deadline for the orange paper to be due was January 26th.

Emily Stephenson-Green did a presentation on SACS reports, which can be found on the S Drive for those of you who have access and have need.

All travel documentation should be completed in January so that the funds can be encumbered in time to be used.

Chance: to allow for more room in the budget, consider removing the office phone and replacing it with a Skype account. Look into specifications of this. Liv- Vonage may also be cost effective.

Course outlines are out of date and were due by February 1st.

Planning sheets- will be sent out to everyone. We need to know about any mistakes. Program coordinators will not need to sign off on planning sheets.

When schedule is sent out, please take a look at it asap. *Don't wait until registration begins.* Fall schedule was sent out to program coordinators and summer school schedule is out. M all PhD planning

sheets except for the English PhD are wrong.

Heather/Lan- brought up idea of accepting international /out of state students (meeting again soon)

Big thank you for all the work that you do- we're the only department meeting all the guidelines in regards to SACS.

Pantry- we are re-collecting pantry (\$5 for non coffee drinkers, \$10 for coffee drinkers)

GA- change in hours this semester.

Next MDSK department meeting- February 17, 2012 9:00 AM UNCC Center City Building