

Department of Middle, Secondary, and K-12 Education
Departmental Meeting
Friday, August 21, 2009
Minutes

1. Call to Order

- a. Minutes from 4/24/09 MDSK Department Meeting were approved. Motion to approve by Paul Fitchett and second to motion by Tina Heafner.

2. Welcome

- a. Barbara Blackburn-New Faculty member
- b. Heather Coffey-New Faculty member
- c. Michelle Polidura-New Office Manager
- d. News of the community-Congratulations...Barbara Blackburn will wed in December 2009, Paul Fitchett will wed in March 2010 and Lan Quach's baby is due in November. Lan will not be here for the Spring 2010 semester.

3. Announcements and Updates

- a. Rosemary Traore is on unpaid leave and is now working for the Peace Corp in Washington, D.C.
- b. Office hours: Please give Micki office hours so she may post them.
- c. Copy of course syllabi: Please refrain from making hardcopies and send them to Terri electronically.
- d. David Pugalee- Interim Director of the CMSTE
 - i. Will continue responsibilities this year on CRC
- e. 2009-2010 faculty searches (middle grades position) – We lost this position due to budget restrictions.
- f. Department Handbooks were distributed by Micki who informed staff that they are now placed in binders to make them easier to update.
- g. The old copy machine has been replaced with a Toshiba. Everyone that works for MDSK will have their own password. It was asked that they do not share with anyone. The copy machine has networking printing capabilities in order to print from your desktop. Also it has a scanner. Training will be provided.
- h. Budget:
 - i. Travel money: At this time there is no money for Travel, however, this may change in the upcoming months. If money is received it will be divvied up equally between non-tenure and tenure staff. Micki will be handling travel for the department.
 - ii. Copying; Please keep copying to a minimum. Use new scanner to disseminate information, documents, articles, etc. as much as possible.
 - iii. Phone calls: A reminder that the department phones are for business purposes. Note that the monthly phone bill will show all calls made out.
- i. Travel procedures: Micki informed staff that updated Travel authorizations have been emailed. Please attach all necessary information to it when submitting, including an agenda. Michelle has asked that all staff members please turn in a copy of their Driver's License due to AAA request when confirming spelling of the names for airline tickets. License # can be blacked out.
- j. Course management tools: (Wimba, Moodle): UNCC is migrating from Blackboard. Workshops are available and it is encouraged that everyone take one.

Middle Grades Education • Secondary Education • Teaching English as a Second Language
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- k. MDSK website: Updates for the website are to be submitted to Tina or Micki. They will in turn work with Ed (IT Dept.) to make sure all necessary changes are made.
- l. Clinicals: School Experience logs go to the professor first, then to MDSK office to be filed.
 - i. Placement forms: Students need to submit forms to the Office of Field Experiences by Sept. 4, 2009
 - ii. 3 diverse settings: By the end of the student's program they must have completed clinicals in 3 diverse settings. Vicki Jaus suggested that the 3 diverse settings can be done in the same school but choose 3 different settings. Ex: Special needs, Regular and Gifted.
- m. MDSK 6691: Capstone Projects have to have 3 signatures: Instructor's, Dept. Chair and the Student Advisor.
 - i. Presentation fair: Reading Day

4. Class/Teaching Information/Advising Students

- a. Mentors: Mentees should meet with mentors frequently.
- b. Graduate Assistant Support (Jerry, Lori, Beth, Sequoya): GA schedules should be given to Micki who will distribute accordingly.
- c. Permits v authorizations: Per Warren- Permits override a closed class and Authorizations allows the student into a class.
- d. Advising Issues: Per Tarra- The job load is split; Terri will get RALC students and Tarra will get the others. Post Bac students go to TEAL.
- e. Syllabi: OK
 - i. Checklist- COED handbook
 - ii. Send out electronically via email or post on web (faculty homepage, Moodle, Blackboard, etc)

5. Revisioning

- a. Revisioning-
 - i. Update: Per Vicki, reports/proposals went in on time.
 - ii. Course Revisioning teams: Feedback should be back by mid September.
 - 1. Tasks-Migrate to Moodle
 - iii. Masters programs will be the next phase. Teams that were involved last year will be part of it this year.

6. Fall 2009 Schedule

- a. Check class rosters and direct students who are not registered to do so immediately: Fall Schedule is set.
- b. Cancellation for non-payment is scheduled for August 26
- c. Last day to drop/add September 2
- d. For graduate students, pay particular attention that they are enrolled as Graduate Certificate or MAT: If a PostBac student goes over 6 course hours before enrolling in Grad Program, student will have to do a spec. req. form.

7. Office protocol and staff responsibilities (Michelle)

- a. Check out policy equipment will continue to be the same this year.
- b. Conference room reservation will go through Terri. Please request through an email.
- c. Copy center request please submit to Terri.



8. Spring 2010 Schedule

- a. Feedback from program coordinators due August 25.
- b. Any special needs for courses: Special needs for courses for this spring should be given to the Program Coordinator. There is a possibility of creating more hybrid classes.

9. Advising Meetings- It has been suggested that we establish monthly content advising meetings. Dates to be announced later.

10. Department Picnic

- a. **Saturday September 12, 10:00 am – 2:00 pm (Frank Liske Park):** Micki has confirmed picnic. All are welcome to bring something to picnic. Note: the main course will be provided.

11. Meeting Schedules

- a. COED
- b. MDSK
- c. Program Coordinators

12. Other Business:

MDSK 2100 is required and students are being misinformed.

Run a series of workshops, check on UNCC website for what is offered.

Consider building relations with other departments in terms of project/work collaboration.

