



Department of Middle, Secondary and K-12 Education

9201 University City Blvd, Charlotte, NC 28223-0001
t/ 704.687.8875 f/ 704.687.6430 www.uncc.edu

Agenda
Department Meeting
Friday, August 20, 2010
11:30 am – 1:30 pm
COED 110

1. Call to Order

- a. Approval of minutes from April 9, 2010 (distributed earlier via email): Approved: Myra Dietz 1st and Lan Kolano 2nd:

2. Welcome

- a. Dan Saurino
- b. Liv Davila
- c. Diana Dagenhart
- d. Name change- Lan Kolano
- e. RPT process
 - i. Spenser Salas, Teresa Petty reappointed as assistant professor
 - ii. Lan Kolano- tenure and promotion to associate professor
 - iii. (2010-2011- Paul Fitchett- reappointment, Adam Harbaugh, tenure/promotion)
Their dossiers are due September 1, 2010
- f. News of the community- Heather had a baby girl Corinne Coffey Eversely, everyone is doing well

3. Announcements and Updates

- a. Office hours to Micki
- b. Emergency Medical Forms please fill out the forms they will be kept under lock and key and kept confidential. It is not mandatory.
- c. Copy of course syllabi to Terri: Send (electronic) within two weeks of class starting
- d. David Pugalee- New Director of the CSTEM (Center for Science, Technology, Engineering and Mathematics
- e. Chairs search: Submission of letter of intent and vitae due October 1, 2010. Warren DiBiase current interim chair will be applying for the position
- f. 2010-2011 faculty searches (distinguished professor of urban education, assistant professor of urban education) Searches will begin this fall.

Middle Grades Education • Secondary Education • Teaching English as a Second Language
Foreign Languages Education • Arts Education • Ph.D. in Curriculum and Instruction



The UNIVERSITY of NORTH CAROLINA at CHARLOTTE

An Equal Opportunity/Affirmative Action Employer



Endowed professor of Urban Education- Mary Lynn will oversee the search for the endowed professor. Search for Rosemary Traore position, assistant professor of urban education will be begin this fall as well. MDSK will oversee this search.

- g. Department Handbook (Micki) Next year the handbook will be distributed electronically. Thank you Micki for all her hardwork during the summer preparing the handbook
- h. Budget
 - i. Travel money will be allocated in October. We're waiting for the Dean's office to release the funding amount.
 - ii. Copying-Please have all staff and faculty use the Toshiba printer when making 20 or more copies/printouts
 - iii. Phone calls-Be diligent about the toll calls you make. Toll calls should be used for business purposes only
- i. Travel procedures (Micki)-Updated Travel Authorization Forms will be emailed to everyone. Please Micki if you have any questions regarding travel. Michelle will inform everyone on their travel allowance as soon as the money is released.
- j. Course management tools (Wimba, Moodle)
Please make the transition from Blackboard to Wimba or Moodle starting this fall.
- k. MDSK website (Tina/Micki)
Changes and revisions are being done on our website. Please notify Tina or Micki if you find errors or you would like or need something posted.
- l. Clinicals
 - i. Split semester day for MDLG student teachers (Laura, Myra)
 - ii. Placement forms are available in OFE they are due September 3, 2010. Students may do their own placements, however once placements have been made they will not be changed. If a student makes their own placement they are responsible for the paper work. If they come in April or May OFE will not be able to place them.
 - iii. They have to do 3 diverse settings
- m. GTC v MAT enrollment
- n. Faculty office relocations (Michelle)

4. Class/Teaching Information/Advising Students

- a. Mentors: please see handbook
- b. Course Mentors: please see handbook
- c. Introduction of Graduate Assistant Support (Stephen, Beth, Heather, Ashley) will be supervised by Jeanneine Jones
- d. We have 2 undergraduate student worker. They will be assigned to the office for clerical work.
- e. Permits v authorizations
- f. Advising Issues (Tarra) None
- g. Syllabi
See faculty handbook- Terri will archive them.
 - i. Checklist- COED handbook
 - ii. Send out electronically via email or post on web (faculty homepage, Moodle, etc)

Middle Grades Education • Secondary Education • Teaching English as a Second Language
Foreign Languages Education • Arts Education • Ph.D. in Curriculum and Instruction



Use self service to send out notice and paperwork

Theresa- Use university email addresses remind student to check their email accounts

5. Revisioning

- a. Revisioning-
 - i. Update
 - 1. Initial licensure
 - 2. Masters programs- pilot for those entering fall 2010
6 evidences that are being put into practice we do not have to implement unless they started this fall it can be something the students can create and upload electronically
Adam suggested they should implement in 6162; 3151

6. Fall 2010 Schedule

- a. Check class rosters and direct students who are not registered to do so immediately
Please check status of student- especially MAT. They can only have 6 hours before they declare permit for the students to apply for the area they will go in.
- b. 2nd Cancellation for non-payment is scheduled for September 1
- c. Last day to drop/add September 1 @ 11:59 P.M.
- d. For graduate students, pay particular attention that they are enrolled as graduate certificate or MAT

7. Office protocol and staff responsibilities (Michelle)

- a. Check out policy- equipment-Please see office staff to check out equipment
- b. Conference room reservation will be done through Terri
- c. Copy center request-Please use the Toshiba printer for large jobs the office staff will be able to assist

8. Spring 2011 Schedule

- a. Feedback from program coordinators due September 10 Any special needs for courses

9. Department Picnic

- a. **Saturday September 12, 10:00 am – 2:00 pm (Frank Liske Park) (Micki) – I’LL CHECK ON THIS AND LET YOU KNOW.**

10. Meeting Schedules- will be posted online and they are in your handbooks

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

11. Other Business

- a. Social fund due to Micki \$25
- b. Kitchen club \$10 for coffee drinkers, \$5 for non-coffee drinkers
- c. Treasure Shelves please place unwanted supplies in the old GA room
- d. Vicki Jaus is no longer an affiliate

Middle Grades Education • Secondary Education • Teaching English as a Second Language
Foreign Languages Education • Arts Education • Ph.D. in Curriculum and Instruction

The UNIVERSITY of NORTH CAROLINA at CHARLOTTE

An Equal Opportunity/Affirmative Action Employer



Middle Grades Education • Secondary Education • Teaching English as a Second Language
Foreign Languages Education • Arts Education • Ph.D. in Curriculum and Instruction

***The* UNIVERSITY of NORTH CAROLINA at CHARLOTTE**

An Equal Opportunity/Affirmative Action Employer

