



**Department of Middle, Secondary and K-12 Education**

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Agenda  
Department Meeting  
Friday, August 16, 2013  
11:30 am – 1:30 pm  
COED 110

**1. Call to Order**

- a. Approval of minutes from April 19, 2013 (distributed earlier via email)  
Moved by Myra, seconded by Lan.

**2. Welcome**

- a. Michelle Stephan – currently on way to Czech Republic, comes to us from CStem. Extensive record of research, candidate of choice from research committee.
- b. Joan Lachance – welcome.
- c. Becky O'Brien – welcome, will be working 20 hours a week serving as the advisor, has experience working in TEAL as an advisor.
- d. (Laura Hart- new appointment as the Director of Accreditation and Continuous Improvement) – welcome.

**3. OFE/clinical updates** (Joyce Frazier, Sue Rebich)

Clinical forms due August 30<sup>th</sup>. Students may only make their own placements in CMS and Cabarrus school systems and that's IF they have that personal contact. At charters they can make their own placements as long as OFE has a field service agreement with that Charter School.

NCATE is coming, clinical logs will be submitted to professors, then have a student upload to Moodle and it will live there for a year. Ask the instructors to collect the forms from students and archive them and keep them for a semester and after the semester is over, they can dispose of the forms. Before collecting, have the students make a copy to keep for their records.

**4. Graduate Assistants/Student Workers**

- a. MDSK Graduate Assistants
  - i. (Adrienne Wynn) – in the process of hiring.
  - ii. Shanitria Cuthbertson

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- iii. Abiola Farinde (Pathways to Teaching)
  - iv. Marcia Watson (Belk GA)
  - v. Sheikia Talley-Matthews
- b. Student Workers
  - i. Brooke Borleis (fall semester) – 10 hours a week
  - ii. Briana Abbate
  - iii. Zainab Saeed
  - iv. Rachael Jones (spring semester) – possibly joining us in the fall depending on finances
- c. Assignments – possible change to GA assignments, specifically the hours allotted to faculty.

## 5. MAT/MEd students, the fall schedule, and masters pay

State will no longer pay for masters degrees after this year. All Masters students have to finish up with a December graduation. Trying to extend that deadline to include May graduations. Continue to get as many graduated as possible by December. Phase II students are allowed to take up to 4 courses in the fall semester. Be cognizant of these students, they are taking 4 courses, working a full time job and have a family. MDLG 6225 and all 4 Advanced Methods courses will be running during a special winter session, December 16 – January 17. The students need to register for these courses by the 28<sup>th</sup> of August. Use the email tool in Moodle and email all of them a copy of your syllabus by Oct. 1<sup>st</sup>. This is a special session that has not been cleared by the Registrar. The students will be given an incomplete by the end of the fall semester. After they finish up you will have to do a grade change form for each one of them. They have till Feb. 1<sup>st</sup> to have a grade change put in for them for an incomplete. The graduate school will backdate their graduation date to December 1<sup>st</sup>. They can apply for an M level licensure by the April 1<sup>st</sup> deadline. Any student in Phase I will not make the deadline. The Dean is very concerned about those students that will not make the deadline; she is committed to helping them finish their degree. Possibly offering a financial incentive to those who are in the MAT and Med tracks.

## 6. RPT process

- a. Spencer Salas and Teresa Petty promoted to associate professor with conferral of permanent tenure. Tina Heafner promoted to full professor.
- b. (2013-2014) - Betty Ray Butler reappointment; Paul Fitchett, tenure/promotion.

## 7. Announcements and Updates

- a. Tina on reassignment of duties for fall semester
- b. Leaves- Tarra is on leave for the fall semester, Vanessa – 6 weeks leave
- c. NCATE
  - i. Visit- November 3-5 – they will not interact with as many of us as they have done in the past, but please be available.
  - ii. program coordinators meeting (must attend one)
    - 1. Thursday August 15<sup>th</sup> @ 10:00 AM
    - 2. Wednesday August 21<sup>st</sup> @ 2:00 PM – address some of the deficiencies from the institutional support. Laura – Referring mainly to our advanced programs because our initial programs are so tight they are asking what do we do in our advanced programs. We need to provide more detail in what we do in these programs. We all need to be on the same page in regards to conceptual

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framework, embedding dispositions and so forth. We should all speak a common language. Jeanneine – NCATE is stuck on adjuncts on how they are incorporated into our programs, bring them into our culture and disposition. They need to be on the same page as the rest of us.

- d. Faculty Searches – Dan Saurino is going for early retirement, so this is his last year with us.
  - i. MDLG – search will begin next academic year to find a replacement
- e. Office hours to Vanessa - ASAP
- f. Moodle2 cross listings – Banner is crosslisting all these courses that meet at the same time, we cannot undo it. Don't make those courses visible on Moodle. Be sure to check your Moodle courses to see if it's okay. Let Warren know if there is an error in crosslisting and he will tell you how to fix it.
- g. Emergency Medical Forms (not a requirement but it is a departmental request), Confidential Personnel Record Forms, Notice of Intent to Engage in External Activities Forms (Kathy)
- h. Copy of course syllabi to Terri (electronic) [Needed for NCATE visit- please submit to Terri by September 10<sup>th</sup>.]
- i. Office phones
  - i. Phone tree (704-687-8888) (Stephan, Lachance, Lewis, Salas, Harden, Saurino)
  - ii. Office phone reissued for Jones, Kissau, Heafner (spring semester), Petty, Fitchett
- j. Budget
  - i. Travel money - \$1000, still not sure where it is coming from; Dean thinks Junior faculty should get more since they are expected to attend more conferences, possibly \$500 more but more details will be forthcoming
  - ii. Copying (color) – if not necessary please run in black & white
- k. Travel procedures (Vanessa) – Any travel planned for this **fall semester**, please turn in your Travel Authorizations as soon as possible.
- l. MDSK website (Please email updates and files (i & ii) to Vanessa)
  - i. Provide a short 'blurb'
  - ii. Provide vitae
  - iii. "Mug" shots have been uploaded to our individual webpages
- m. TFA enrollment – our total TFA cohort is down this year
  - i. MDLG 15 admitted and 5 have incomplete applications
  - ii. SECD 14
  - iii. TFA sections – those teaching a TFA section in overload have been given an extra \$1000 in travel
- n. NC Teaching Corps (45 Candidates)
  - i. Middle Grades
    - 1. ELA – 15
    - 2. Math – 5
    - 3. Science – 10
    - 4. Social Studies – 2
  - ii. Secondary
    - 1. ELA – 7
    - 2. Math – 3
    - 3. Science – 4
    - 4. Social Studies – 4

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- o. Pre-service teacher enrollment (Based on SOAR registrations) 78, down from 160 students the previous year. Take steps to try to beef up our numbers, try to get more teachers or work closely with the teacher cadet program in high schools.
- p. Chance was approached to open up a master's degree in Urban Education. There is a need and a niche out there for this degree. A feasibility study was sent to the Dean and this will be a distance education Master's degree program. Proposing to have the program financially self-sustaining in urban education centers around the country. The office of distance learning will provide funding to create courses but all of this is still in the conversation stage. If it goes through it will be advertised and open nationally.
- q. On August 7<sup>th</sup>, the Graduate Academic Petition (eGAP) will go live. Paper forms for active students will be accepted until October 25<sup>th</sup>, 2013.

Graduate students will use the web tool to submit a request for the following actions:

- Course Overload
- Course Revalidation
- Late Add
- Late Withdrawal
- Course Substitution
- Leave of Absence
- Transfer of Credit (both UNCC and non-UNCC courses)
- Other course related (i.e. extension of an incomplete grade, request to audit a course, etc)
- Other non-course related (anything not covered by those listed above)
- r. Course evaluations will be online, talk it up in your courses and put it in your syllabi. If you have less than 3 respondents you will not get any feedback from the other students.
- s. Office trash (Terri) – Housekeeping does not go into your office to empty trash, please empty your trash in the kitchen, as well as the recycling.
- t. Mail service – picked up every day at 11, if you have any outgoing mail put in the corresponding mailbox by 10:30
- u. Bio data sheets from students (Phone number(s), address, etc) – we have many inaccuracies in the contact information for our students. Ask your students for their name, ID number, email, home address and best number to reach them.
- v. Clinical experience logs- “not so new” procedure
- w. MDSK database (Terri) – Be sure to check your advisee list to see if your students are currently active
- x. Committee assignments – If you don't have a copy of the assignment sheet, email Warren and he will send you a copy.
- y. MDSK Advisory Committee – Vision and goals for our department. If anyone else would like to be on this committee, please let Warren know.
  - i. Charles Hutchison
  - ii. Greg Wiggan
  - iii. Paul Fitchett
  - iv. Joan Lachance
  - v. Joyce Brigman
- z. Pantry Supplies/Sunshine Fund (Vanessa) – Forms for how much you would like to contribute can be found in your mailbox. Return form and money to Vanessa.
- aa. ListServ (Terri) – Anything you need sent out, give it to Terri

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- bb.** Grade change- going online fall 2013
- cc.** GTC programs and transfer credit- Students cannot transfer in courses from another university. They can transfer in background content but not the education courses. This is just for graduate certification. If they are in Phase II they can transfer in courses. Myra – They are saying no to anything right now were we are granting the degree but the students are taking the course elsewhere and paying another university.
- dd.** edTPA – initial licensure programs, undergrad and grad cert programs.
  - i. fall implementation – 3151, 6162, SECD 5140, MDLG 3131, MDLG 5130. Rubrics will be embedded in them. We need to keep our part time folks up to date. Warren will arrange a meeting with part time faculty in the next couple of weeks.
  - ii. spring implementation
  - iii. course outline updates
  - iv. Rubric scoring workshops- Thursday September 5<sup>th</sup> 12:00-4:00 and Friday September 6<sup>th</sup> 9:00-4:00
- ee.** Urban Education Collaborative (Chance) WestFest will be held August 24<sup>th</sup>. Achieving Extraordinary Outcomes in Education conference will be held October 8-10. First two days will be in Center City and the third day will be at the Weston. Also, next year will be the first international conference in Urban Education in Montego, Jamaica, November 6-9, 2014.

## **8. Dispositions**

- a.** MDSK Dispositions Committee
  - i. Scott Kissau, Chair
  - ii. Heather Coffey
  - iii. Becky O'Brien/Tarra Ellis
  - iv. Bettie Ray Butler

## **9. Class/Teaching Information/Advising Students**

- a.** Mentors
- b.** Course Mentors
- c.** Permits v authorizations
- d.** Advising Issues (Becky)
- e.** Syllabi
  - i. Checklist- COED webpage
  - ii. Send out electronically via email or post on web (faculty homepage, Moodle, etc)
- f.** List of Advisees
  - i. Inactive students
- g.** Cancellation of Class

## **10. Fall 2013 Schedule**

- a.** Check class rosters and direct students who are not registered to do so immediately
- b.** 2<sup>nd</sup> Cancellation for non-payment is scheduled for August 28<sup>th</sup>
- c.** Last day to drop/add August 28<sup>th</sup> @ 11:59 P.M.
- d.** Winter Session (Dec 16<sup>th</sup> 2013-Jan 17<sup>th</sup> 2014)

## **11. Office protocol and staff responsibilities (Kathy)**

- a.** Check out policy- equipment
- b.** Conference room reservation

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## **12. Spring 2014 Schedule**

- a. Feedback from program coordinators due September 10<sup>th</sup> – please provide your feedback on same spreadsheet in RED. Warren will have a meeting with Melba and defend our spring schedule, especially in regards to Fridays. Classes need to start at appointed times. Also, if a class is taught in 3 hour block, their needs to be a corresponding class on another day.
- b. Any special needs for courses
- c. Class scheduling and room utilization

## **13. Meeting Schedules**

- a. COED
- b. MDSK
- c. Program Coordinators
- d. Dispositions Committee
- e. Advisory Committee

## **14. Other Business**

- a. Social Fund (Vanessa)
- b. Dean wishes to schedule meeting with program coordinators to learn about each program- details to be forthcoming, powerpoint presentation with your program.

## **15. News of the community-**

- a. Dean McIntyre will attend the August 27<sup>th</sup> program coordinators meeting and the September 13<sup>th</sup> faculty meeting.
- b. COED Picnic- Friday September 13<sup>th</sup>
- c. Warren is in his 3<sup>rd</sup> year of his contract as chair in the department. He will go up for reappointment if he has departmental approval.

