



Department of Middle, Secondary and K-12 Education

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Minutes
Department Meeting
Friday, October 14, 2011
11:30 am – 1:30 pm
COED 110

“Brunch” provided by Gray’s Bookstore

1. Call to Order
 - a. Approval of minutes from September 16, 2011- 1st Charles Hutchinson, 2nd Rosslyn Crandell
2. Niner Advisor (Henrietta L. Thomas)-Presented on how to utilize Niner-Advisor(NA) and how user-friendly it was. It was recommended that the department begin to use NA especially the uploading of documents portion of it and scheduling student. Mayra stated this will reduce the amount of paperwork that is constantly pulled. Michelle said from this day forward all special requests and changes forms will be uploaded to NA. Terri suggested that last person that has to sign that form should upload it on NA
3. Online Evaluation Forms-Spencer Salas and Greg Wiggan will represent the MDSK department at the next faculty meeting. Please let them know your thoughts and concerns on moving to an online evaluation. Pilot study was done but never got off ground so they are revisiting and it seems this will become a reality per Warren. Charles suggested that there has to be a standard that will entice the students to complete the online evaluation. Paul was concerned that there should be requirement for students to complete an evaluation because this will affect people that are on tenure track. Overall major concern was response rate. Tina did state online students do them now and Greg informed us that other universities already do this but again the key issue is the response rate. Warren suggested that Greg and Spencer set up a time and place to discuss with the faculty their individual concerns regarding the online evaluations.
4. RPT process
 - a. Promotion of clinical faculty/Lecturer (Jeanneine Jones) it was noted that the major concern in the process in the “tenure piece”. Bruce Taylor and Jeanneine are asking everyone to please take the time and read the clinical piece and give feedback on how this process may affect us three to five years down the road. The vote on the process will take place sometime in February 2012.

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



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5. Announcements and Updates

- a. Budget
 - i. Travel money-None we won't know until next month.
 - ii. Copying-please forward copy jobs
- b. Travel procedures-All travel authorizations have to be submitted to Hannah regardless if there is no funding.
- c. MDSK website- Please email updates and files, example planning sheets and website changes to Hannah and also provide a short 'blurb and vitae as soon as you can so we can update our website
- d. NCATE- SAC
- e. Quality Enhancement Project (QEP) Engagement- They focusing on "if students are engaged" they continue to have meetings on this and will get back to us because they are still brainstorming.
- f. GA change- New GA Anthony Ash
- g. Biographical sketches- due October 31st-Biographical sketches have to be completed and sent please get them down as soon as you can.
- h. Office printer-is now located at Hannah's desk. Please print to the Toshiba.

6. Spring 2012 Schedule

- a. Feedback from program coordinators due September 9th –N/A
- b. Any special needs for courses please see Michelle

7. Summer Schedule-Please send course request to Warren.

8. Committee Reports

- a. COED Faculty Council (Coffey, Kolano)-Disposition
- b. UNC Charlotte Faculty Council (Salas, Wiggan) Migration of online course evaluation concerns were raised on how they will effect faculty and how the "cost savings" will effect the University
- c. DRC (Perez, Hutchison, Heafner)-Responses are in and they have concluded their portion of it.
- d. COED Information Technology Advisory (Petty)-The Wimba contract is up next year the university hasn't decided what they plan to replace it with.
- e. Library Representative (Hart) N/A
- f. Internationalization – (Davila, Wiggan) N/A
- g. Others? Let's have some fun if you read all of this be the first to accept the minutes and Hannah will have a treat for you(mp:)shhh. Disposition- please feel free to send Heather Coffey ideas, feedback and concerns regarding disposition

9. Other Business-Reminder from Paul not to forget to share information on the Honors Program with students

10. News of the community- N/A

