

Department of Middle, Secondary, and K-12 Education
Departmental Meeting
April 24, 2009
MINUTES

1. Announcements and Updates

- a. Minutes from 3/27/09 department meeting were approved. Motion to approve by David Pugalee and second to motion by Tina Heafner.
- b. Faculty Annual Reports are now past due. They were due on 4/15/09. These reports not only help in determining merit, they are also necessary in the promotion and tenure review processes at all levels.
- c. Congratulations were offered to Charles Hutchison (promotion and tenure), Greg Wiggan, Scott Kissau and Rosemary Traore (reappointment).
- d. Master's Committee Membership – The portfolios are located in the MDSK conference room 321C through today, 4/24/09. There will be an on-campus "Portfolio Fair" April 30, 2009 at 5:00p.m. in Room 165.
- e. A reminder was given to make a copy of peer evaluations to be filed by Micki in the MDSK office personnel files.
- f. Budget Briefing – A reminder was given to faculty to advise the secretarial staff of any upcoming needs for copies for exam purposes by Monday, April 27th. It is still recommended that we limit copies to those that are absolutely necessary.
- g. GA Support – It was reported that we have a lack of funding for GA support for the academic school year of 2009-2010. The breakdown of funds and support will be as follows: 3 GAs (C&I); Lori Kzreszewski who has agreed to teach, Sequoya Mungo, who has also agreed to teach, and Beth Salyers. The GAs will be employed 10 hours each individual, each week. The 10 hours includes the time spent teaching by Lori and Sequoya. Meaning, their time in the MDSK office will be limited to 4 hours each week. A posting of the GAs hours will be made available for faculty to view and make necessary schedules accordingly. Summer work for GAs will be funded by Ken Burrows and Grant support. Warren's GA, Gerry Brown, will also support the department faculty for 10 hours per week.

2. Committee Reports

- a. COED Faculty Council – Scott Kissau/Adam Harbaugh – No meeting has occurred.
- b. COED Information Technology Advisory – Teresa Petty – No meeting has occurred.
- c. UNC Charlotte Faculty Council – Teresa Petty attended the Chancellor's meeting on the budget. Pertinent information is as follows: The Chancellor rejected layoffs. The freeze is in effect until at least June 30, 2009. The only allowable expenses are payroll, utilities and financial aid for students. We do expect enrollment growth next year; however, we have to deduct 7% from our permanent budget. This potentially presents a loss for UNC Charlotte in the following areas: 363 sections, 9,400 seats, less support for research, limited financial resources, obviously, less travel. The health care premium will be

increased as will the parking fees. There is a two year scenario to recover from this budget crisis.

- d. Library Representative – Laura Hart – Nothing was reported.
 - e. Professional Education Council will meet next week and report afterward.
 - f. Internationalization Committee – Greg Wiggan – No updates were reported.
 - g. MDSK Vision Committee – Greg Wiggan – Greg handed out a copy of the MDSK Vision Statement as well as sending it electronically for review.
3. Program Revision Presentations – Revisions were approved with approval of 3/27/09 minutes at the beginning of the meeting. Changes listed below:
- a. Middle Grades Education – UG –Meeting this afternoon to finalize revisions.
 - b. Secondary Education – Minor – Meeting this afternoon to finalize revisions.
 - c. Middle & Secondary – GTC (Phase I of MAT)
 - d. TESL – GTC (Phase I of MAT) – Continuing to work out courses. This committee is developing a new course as an additional option. They will work together on creating a rubric. The wish to have consistency across the programs.
 - e. Foreign Language – GTC (Phase I of MAT) No Changes.
 - f. Foreign Language – Minor (previously approved on 2/13/09). No Changes.
4. Program Meetings to Begin Data Review – There is a Program Coordinator’s meeting scheduled for Tuesday, April 28th.
5. Other Business
- a. Jeanneine Jones reminded everyone to submit the revision matrices to Micki by day’s end.
 - b. A question was raised by Tina Heafner as to how the department was handling the loss of an Office Manager. Melba responded by stating that Micki was handling those matters she could, Terri was doing her normal responsibilities and Kathie was still visiting the office periodically to help with schedule changes, etc. Sandra Anderson is also a person with whom MDSK can count on if necessary during the absence of an Office Manager. Melba and Warren have interviewed 2 out of 3 candidates for this position and hope to be able to make an offer after interviewing the third candidate. Our hope is that we can fill this position July 1, or somewhere close to it.
 - c. It was brought to the attention of the department that this meeting was the final meeting for our department chair, Melba Spooner. We will miss her, and welcome Warren to the position.
 - d. Motion to adjourn meeting was made by David Pugalee at 12:15. Motion was seconded by everyone.