

## SPED Program Meeting

March 2, 2010

*In attendance: Baxter, Cooke, Jordan, Lo, Matthews, Sherry, Spooner Test (arrived at 12:44), Wakeman, White, Wood, C., and W. Wood (arrived at 12:39)*

Meeting called to order at 12:34.

- ◆ Minutes for Approval (February 23) (*Dr. Baxter*): Not covered in this meeting.
- ◆ Procedures for review of department chair (*Drs. Test and Calhoun*): We will cover this a bit later in the meeting.
- ◆ Gap year: this item is not on the agenda, but Dr. Cooke wishes to discuss it. When the group met to talk about the evidences for the M.A.T., they were thinking about what needed to be taken and in what order. They came up with a potential sequence of courses (they need to start with methods courses). Start with either 6502 or 6503 and then take the other one along with 7113 if they wanted to do two courses. Dr. Wakeman said that there is a problem with 6690 in the gap year. (Gap year: we have a couple of scheduling challenges... i.e., they have already had 6690.) The faculty discussed 7113 and 6691. The distance ed gap year students: we will need to segue. Dr. White likes the sequence that the committee came up with. The faculty discussed offering 6691 as a one-hour for the distance students for the gap year. Dr. Test wanted to know how we are letting the students know about all of this. Dr. Baxter responded by saying that once we know exactly what to tell them, we will send them an email.
- ◆ FYI: M.Ed./M.A.T. Revisioning:
  - Update Blueprint drafts of M.A.T. and M.Ed. to Vicki by March 15<sup>th</sup>. (Hasn't heard Vicki yet about the drafts)
- ◆ FYI: Revisioning Committee: Initial Licensure
  - E2 rubric was submitted to Emily 2/19 for review.
  - E2 – final revision due to Emily by 2/28.
  - E2 – submitted to State Board of Education for review by March 1.
  - Draft of all rubrics (including E3 and E6) due to Emily 3/15
  - All rubrics final version due to Emily by 5/1
  - All remaining rubrics submitted to State Board of Education for review on July 1.
- ◆ FYI: Program Re-visioning: Revisioning work (Initial Licensure) to be completed
  - Meeting with Regional Rep 2/25, Lee and Janet; info will be shared with revisioning committee on March 4.
  - Faculty development on electronic portfolio for faculty - will be set up by Emily: Spring/Summer.
  - Develop syllabi and candidate assessments within coursework.
- ◆ FYI: Program Re-visioning: M.Ed. and M.A.T.
  - SPED Core Committee: Shawnee, Charlie, Ya-yu, and Michael.
  - SPED Specialization Committee: Richard, LuAnn, John, and Chris.
  - SPED Scholarship Committee: Charlie, Nancy, and Fred
  - By March 4 (in-house deadline): need complete description of electronic evidences for M.A.T. and M.Ed.: Directions Blueprint C.3
  - Dates:
    - March 15: Electronically to Vicki = EE drafts, updated blueprint drafts.
- ◆ Procedures for review of department chair (*Dr. Test*): Dr. Test told that group that Dr. Calhoun was unable to join them today due to an unexpected off-campus obligation, so he would be reading a letter from her that is meant to brief them on the process of the reappointment review of Dr. Sherry in his role as Chair of the Department of Special Education and Child Development. Dr. Sherry is in the third year of a three-year appointment as chair and has indicated his interest in continuing in the role. It is a University requirement that chairs participate in a comprehensive review in the third year of

the appointment to guide the Dean in the reappointment decision. The Dean has appointed an Ad Hoc Evaluation Committee to guide the process. The evaluation guidelines call for a committee composed of three senior faculty members from the Department, an academic chairperson from the College, and a faculty member or administrator from outside the College. Committee members are as follows:

1. David Test (Chair of the Departmental Review Committee for the Department of Special Education and Child Development) will serve as the committee chair
2. Suzanne Lamorey (Child and Family Development)
3. Kelly Anderson (Special Education)
4. Dawson Hancock (Chair, Department of Educational Leadership)
5. Jane Neese (Associate Dean, College of Health and Human Services)

The Committee will solicit evaluations of the chair's administrative performance and effectiveness from faculty and staff and has the authority to design the data-gathering strategies (e.g., surveys, interviews, etc.). These two questions should guide the evaluation:

1. Given the position description of a department chair in the College and the goals and priorities of the Department, has the chair administered the department effectively during this term of service?
2. Given the chair's administrative effectiveness during this term of service, should he be invited to serve another term?

Dr. Calhoun will provide the following documents to the Committee:

1. Position description for the department chair
2. Copies of the formative evaluations of the chair for the last two years.
3. The chair's self-assessment

Dr. Test told the group that the committee has been meeting via email. With regard to feedback, the faculty will have 10 days in which to give their feedback. It is important to have a high rate of reviews on the reappointment. So, it's important for everyone to respond. Faculty can give their reviews by paper and pencil, online, or verbally to a committee member.

- ◆ Other: Dr. Sherry told everyone that Cleveland County Schools would like 85 seats in the AIG program. We cannot do that, so now they really do not want to do this as a cohort since we can't seat 85 people at once. Discussion followed.

<p><b>Remaining Program Meeting Dates:</b>          March 16          March 30          April 6          April 20          April 27</p>	<p><b>Remaining Revisioning Committee Meeting Dates:</b>          March 4 – discuss M.A.T./M.Ed. electronic evidences  <i>(more as needed)</i></p>
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Meeting adjourned: 1:27