

SPED Program Meeting

October 26, 2010

In attendance: Anderson (arrived at 12:39), Baxter, Campbell-Whatley (arrived at 12:37), Cooke, Lo, O'Brien, Romanoff, Sherry, Spooner, Wakeman, and Wood, W.

Meeting called to order at 12:35.

- ◆ Minutes for Approval (September 28, 2010): Prior to today's meeting, Dr. Baxter emailed the faculty the minutes from the 9/28 meeting; she asked the faculty if they had any comments. There was nothing noted; as such, the minutes were approved as sent.
- ◆ E-portfolio (*Dr. Wendy Wood*): The problem: Distance ed. students aren't here to chase people around to get signatures. Dr. Beattie is helping some of the on-campus people to get signatures. But, it's difficult for the distance ed students. Dr. Wakeman said that if the students are uploading their items to TK20 (which they're supposed to do), she's been taking care of it (she signs, John signs, and then it goes to Susan). Dr. Wood was not aware of this. Dr. Wakeman stated that she doesn't mind doing this. Dr. Wood suggested that we should let the distance ed students know that Dr. Wakeman will be the point of contact for them. Dr. Wakeman reminded the group that prior to the internship is when the students should send the information to her. Dr. Baxter will let Evelyn know. She also stated that they've been talking to Dane about setting up an "e-advisor" website for faculty to use.
- ◆ Summer Schedule (*Dr. Baxter*): The schedule has been submitted to Joyce. The faculty were told that they've been sent a copy of it and that they should double check everything. Dr. Sherry said that co-teaching/college teaching continues to be an issue. Sometimes the recommendations are different... it's causing Joyce some problems with knowing who is doing what. Dr. Lo wanted to know if the student is co-teaching, would they be listed second on Banner? Dr. Anderson responded that if they are co-teaching, they are not listed at all. College teaching should be in the student's name (so that they get the emails, evaluations, etc.).
- ◆ FERPA/Confidentiality (*Dr. Baxter*): Dr. Baxter distributed some information on "Privacy and Confidentiality." She wanted the faculty to think about this information with regard to case studies. FERPA has been modified to adjust to HIPAA; we have to be careful of the case information that we are collecting in the schools. Health-related information has to remain confidential. Privacy/sensitive health information: don't collect information if it's not relevant. Report writers may want to describe sensitive health/background information as "many risk factors," or "significant early health issues" rather than listing medical diagnosis/other sensitive information. Dr. Cooke discussed the ramifications for research... it's not a case study of an *identifiable* person (re: use of a pseudonym)...would this also be the case in the school situation? Her students are never allowed to reveal the identity of the student they are reporting about. Dr. Sherry stated that the IRB was just updated this year and there was nothing in it about this.
- ◆ Undergraduate Program (*Dr. Baxter*):
 - Evidence 3 - Procedures: The Evidence 3 Concept Map and Procedures for Evidence 3 were distributed and reviewed. Dr. Wood (Wendy) is frustrated about being forced into standard lesson plan format (for severe disability faculty)... it doesn't reflect the research. Lesson plans were discussed. Dr. Wood believes that we're losing our autonomy. Dr. Baxter discussed #'s 7 and 8: Instructor Review and E3 Faculty Review (in the Procedures). Students will upload the product to the electronic data system. The IUP will be evaluated by the SPED 4279/5279 instructor using the rubric designed by the faculty of the program. E3 faculty will evaluate a random sample of products to establish inter-rater reliability (IRR). For the first semester, 100% of student submissions will be reviewed to conduct IRR; starting the second semester, IRR will be conducted on 33% of submissions until at least 90% agreement is achieved for three consecutive semesters. Once agreement is achieved for three consecutive semesters, IRR will be conducted on 33% of student submissions every other year to ensure 90% agreement is retained. If less than 90% agreement, conduct IRR on 100% of submissions until 90% or better agreement is achieved. Dr. Cooke stated that she'd rather see students who may have problems being reviewed as part of the 33% (rather than a random 33%). Dr. O'Brien suggested that we say 100% of questionable submissions will be reviewed. Submissions being loaded to Taskstream was discussed; there was some concern about multiple submissions being uploaded (with regard to the state)... but, the state will only see the final copy. Drs. O'Brien and Campbell-Whatley will help Dr. Baxter revise the procedures.

The Evidence 5 Concept Map was distributed and reviewed. Dr. Baxter wants to show how our coursework is also preparing students for the ISL Project. Dr. Wakeman wondered if faculty should list their courses and include what they are doing to meet the evidences. A sheet with ideas for including information about evidences in syllabi was distributed. The issue of part-time faculty was discussed (usually using an established syllabus for their courses).
 - Evidence 6 - Procedures: The Evidence 6 Concept Map and Procedures for Evidence 6 were distributed and reviewed. Dr. Baxter noted with regard to #7 on the list (in the Procedures) that the EE6 rubric will need to be modified... it's not working. Dr. Baxter reviewed Appendix B (in the Procedures) – Preparing a Reflection. She also distributed a handout entitled "Writing a Reflection." Drs. Anderson, Baxter, Wood (Charlie), Campbell-Whatley and Wakeman will work on Evidence 6.
- ◆ SACS Reports – review of data (*Dr. Baxter*): Dr. Baxter sent all of this data electronically to the faculty. We will pick up on this section when we meet on November 16th.
 - SPED B.A. GC SACS 5-yr Report
 - SPED B.A. AC SACS 5-yr Report
 - SPED M.A.T. SACS 5-yr Report
 - SPED M.Ed. SACS 5-yr Report

Our next meeting will be on November 16th. Remaining meetings in 2010: November 30.

Meeting adjourned: 1:48