

SPED Program Meeting

September 25, 2012

In attendance: Anderson, K. (arrived at 12:38), Anderson, M.J. (arrived at 12:36), Baxter, Campbell-Whatley, Cooke, Flynn, Jordan (arrived at 12:38), Lo, Matthews, O'Brien, Romanoff (arrived at 12:38), Sherry, Spooner, Test, Wakeman, Wood, C., and Wood, W.

Meeting called to order at 12:35.

1. Minutes for Approval (September 11, 2012) – The minutes were emailed to the faculty prior to today's meeting. Dr. Baxter asked the faculty if there was any discussion. Dr. Flynn made a motion to approve the minutes; Dr. Spooner seconded the motion. The minutes were approved by common consent.

Before we get into the rest of the agenda, Dr. Baxter stated that we would be moving agenda item numbers 5 and 6 to the beginning of the meeting. Also, Dr. Lo distributed a sheet to the faculty (*Faculty Preference for Evaluating MAT/M.Ed. Students' Evidences*), asking them to pass it around and list their preferences.

2. *AIG News (Dr. Matthews)*: Dr. Matthews stated that he has been receiving email questions about the graduate certificate. Dr. Romanoff added that there are some people interested in online.
3. *Procedures for E2 and E3: Revised (Dr. Baxter)*:
 - a. Comparison procedures document
 - b. Changes to the plan of study to reflect possible 3 additional independent study credits (E2, E3, E6A)

Prior to today's meeting, the faculty were emailed the following handouts: "*Procedures for Development and Evaluation of Evidence 2 and Evidence 3 – Special Education*" and "*Evidence teams.F12.*" However, due to time constraints, this agenda item will be moved to our next meeting.

4. *Procedures for Evidence 6A (Dr. Wakeman)*:
 - a. Discuss procedure if E6A is *not proficient*

Prior to today's meeting, the faculty were emailed "*Procedures for Evidence 6A – draft 9/24/12.*" However, due to time constraints, this agenda item will be moved to our next meeting.

5. *Distance Education Program discussion (Dr. Wood, C.)*: Prior to today's meeting, the faculty were emailed "*Special Education Faculty Discussion of Distance Education Programs/Course Offerings.*" Dr. Baxter reviewed this document with the faculty.

We currently have two options for graduate students to complete Phase I (licensure-only) in common GC and AC courses and for GC licensure courses and Phase II of the MAT:

Option 1: face-to-face

Option 2: online

Do we want to continue offering both options for each phase?

- If both options remain, ensure that a face-to-face version of the course is offered at least once per year as listed in the catalog and, if only offered once per year, there will not be an online section offered in that same semester. This should apply to Phase I (licensure-only) and Phase II of the MAT.
- If both options remain, DE course offerings/course schedule should be approved annually at a SPED program meeting.
- If both options remain, should we continue to designate students to a particular program? This doesn't seem necessary since most students (at least in Phase II) can take both face-to-face and online classes.

However, if a face-to-face student wants to register for a DE designated class, he or she will need to be on a wait list since all DE students are guaranteed seating. It affects student registration.

- If MAT online only, this will need to include M.Ed. students, too.

Current Data (obtained from Banner/Report Central on 9/21/12)

Fall 2012

Total MAT (Phase II) students enrolled: **45**

Of these 45 students: **26** are designated as Distance Education candidates

Of these 45 students: 19 are designated as traditional f2f candidates

Current Data (obtained from Alayna's departmental data base on 9/21/12)

MAT Candidates: 68 (not designated as DE or f2f)

Graduate Certificate Candidates: 173

Dr. Baxter noted that we do not have good data for our program (as that's not how Alayna's database was set up to be used). She then moved to the board, where she had information to be reviewed:

Background info: new M.A.T. course sequence approved by program and university (that was Distance Education's understanding)

Per Distance Education's understanding and based on previous program approval of MAT course sequence:

- Begin implementation Fall 2013
- Fall '13: SPED 6502 (must be offered during academic year)
- Spring '14: SPED 6503
(*big impact on candidates if we change the posted, advertised schedule... 6 year rule... only offered once per year... students often plan family obligations a year in advance*)
- Summer I '14: RSCH 7113
- Fall '14: SPED 6690 and 6691

So, Distance Education advertised this program (that we approved)

Based on records, Distance Education was able to merge old sequence students with new sequence students with no to little impact on students.

How do students get into Distance Education:

- 1) On application, student designates distance ed --- student choice of delivery of program
- 2) Then, Distance Education communicates with the student
- 3) After formal admission by graduate school
- 4) Then, Distance Education communicates again with the student

If a student contacts Distance Education to change to distance education:

- 1) Student is added only if there is room
- 2) Advisor approval required (advisor contacted is the one listed on Banner... although that is not always correct)

Dr. Sherry added that this "change" would be for a specific class only (not the student's entire program).

SACS and university procedural rules guide Distance Education policy decisions (chancellor, Distance Education director)

Instructor caution: Instructors should not give permits for registration → contact Distance Education

Don't want to overload courses. Distance Education monitors course enrollment since DE students are guaranteed a seat and if faculty permit f2f students for a class, the class can be over the cap.

Dr. Sherry stated that the folks in Distance Education have all the students on a chart that shows what courses they have completed, what courses they are scheduled to complete and when they are scheduled to do that.

Dr. Baxter continued at the board with an example: A course with a cap of 24
Less 8 distance ed students
Means that there are only 16 seats remaining

Point to consider: If we go to online offering only – right now preference to M.A.T. students for seats since M.A.T. is an approved Distance Education program; may affect seats available for MEd students.

Dr. Test thinks that we are getting a little off track. Do we want to offer distance or face-to-face (or both)? We have to decide what the sequence is and stick with it.

Dr. Baxter asked to be allowed to finish providing background information and then proceeded to review distance and face-to-face data supplied by the Distance Education office.

Much discussion ensued: Re: saying that course was only offered this semester... we should have been clearer (per Dr. Wood [Charlie]). Dr. Cooke is concerned that there is a disadvantage to students who want to take face-to-face classes. If we decide we should have both distance and face-to-face, we need to think about how do we protect the face-to-face people who are in jeopardy of not getting the mode of instruction they want. Dr. Cooke discussed knowing up front if the students are distance education or face-to-face students. The question was asked: Do we want face-to-face students to have priority seating as well? Dr. Cooke is concerned about face-to-face students who want to take a face-to-face course, but it is not offered. Dr. Wood (Wendy) also noted that the catalog indicates face-to-face classes (semesters)... not distance. Dr. Sherry said that we need to get the schedules so that they don't overlap. A special request for students to fill out if online option is not working for them and they want to change to face to face program was discussed. Dr. Test suggested that we change our planning sheet... students would choose distance education or face-to-face.

Dr. Anderson (Kelly) moves that we should maintain both programs. Dr. Cooke seconded. The motion was approved by common consent with Dr. Baxter noting that it seemed to be unanimous.

The faculty discussed and reviewed the MAT phase II course offering for both distance education and face to face programs on the board:

	Fall	Spring	Summer	Fall
Distance Ed	6503-080	6502-080	7113-080 (Summer I)	6690-080 6691-080
Face to face	6502-090 6691	6503-090 7113-090 6691		6690-090 6691

Based on Evelyn Wingate's master list, currently there are 6 DE students and 6 f2f students who are scheduled to take 6503 in Spring 2013. Do we need to offer two sections to protect f2f students and to guarantee that DE students have a class?

The faculty discussed the hybrid/100% option. Dr. Test thinks that as a faculty member, he should not be able to do that (change course offering by deciding he'd rather teach from home one semester, for example). He has no problem with doing it either way, but we need to know in advance. There needs to be a program discussion on instructor choice of delivery (is that an instructor decision or a program decision?).

Dr. Baxter then discussed how we currently have the distance ed schedule done and asked the faculty how we want to switch them around. The faculty discussed and decided that for the upcoming year only (Summer 2013), the following courses will be offered for distance education, since Dr. Romanoff cannot teach 6503 in Spring.

	Fall 2012	Spring 2013	Summer 2013	Fall 2014
Distance Ed	6502-080		7113-080 (Summer I) 6503-080 (Summer II) – Dr. Romanoff can teach	6690-080 6691-080

Starting in fall 2013, the following is the schedule for distance education.

	Fall 2013	Spring 2014	Summer	Fall
Distance Ed	6503-080	6502-080	7113-080 (Summer I)	6690-080 6691-080

[See addendum below for further clarification.]

6. Revisit evaluation procedure for MAT Evidence 1 (*Drs. Lo, Wood, C., and Anderson, K.*):
 - a. Course grades vs. proficiency
 - b. Repeat 6691 vs. GRAD 7999

Prior to today's meeting, the faculty were emailed "*Procedures for MAT Evidence 1: Data-based Decision Project.*" Dr. Lo reviewed this document with the faculty. Dr. Lo explained that previously the faculty decided that candidates with "not proficient" data-based decision project will have to re-take 6691 for their project to become proficient. However, there is a grey area that if a candidate receives a "C" for the course but has deficient product, we cannot require the student to retake 6691 again. Course grades and "proficiency" were discussed; Dr. Lo told the faculty that she needs their input. Dr. Test wanted to discuss the topic of incompletes and proficiency, but Dr. Baxter stated that that is going to be a whole different discussion and that we are running out of time today to get into that topic. Dr. Wakeman discussed that students in student teaching or graduate internship who got a "C" will not be recommended for licensure. This is explained in the student teaching handbook. We may be able to follow a similar procedure for the MAT evidence 1. Dr. Test mentioned the grading and proficiency topic again and said that maybe we didn't need to worry about the incomplete topic. It was discussed that the procedure can include that candidates receiving a "C" for 6691 with a deficient product/evidence will not be recommended for advanced licensure. If the student wants to be recommended for advanced licensure, the student will need to retake 6691 again. Dr. Wakeman and Anderson (Mary Jo) will share the policy with Dr. Lo, who will then revise the MAT evidence 1 procedure according for faculty to review.

Meeting was adjourned at 1:48.

Future meeting dates for Fall 2012:

- October 16 (CEC Standards and Conceptual Framework [must be submitted for NCATE review by the 19th]). We also must cover agenda items 3 and 4 above, which were not covered at today's meeting.
- October 30 (E2 Faculty only)
- November 13
- November 27

ADDENDUM

Per Meeting with Dr. Ya-yu Lo, Dr. Charlie Wood, and Dr. Janet Baxter on Thursday, September 27, the following schedule was discussed for the MAT sequence that should reflect the results of the Program Meeting discussion on September 25, 2013.

- A. For Distance Education MAT course sequence SPED 6691-080 (Lo) and SPED 6503-080 (TBD) will be offered each fall semester. SPED 6691-080 (CWood), SPED 6502-080 (Lo), SPED 6690-080 (Baxter) will be offered each spring semester. RSCH 7113-080 (Lo) will be offered each Summer I session.
- B. For f2f MAT course sequence SPED 6502-090 (Lo), SPED 6690-090 (Baxter), SPED 6691-081 (Lo) will be offered each fall semester. SPED 6503-090 (CWood), RSCH 7113-090 (CWood), and SPED 6691-081 (CWood) will be offered each spring semester.

Proposed Schedule

	Fall	Spring	Summer
Distance Education	SPED 6503-080 (TBD) SPED 6691-080 (Lo)	SPED 6502-080 (Lo) SPED 6690-080 (Baxter) SPED 6691-080 (CWood)	RSCH 7113-080/ Summer 1 (Lo)
Face to face	SPED 6502-090 (Lo) SPED 6690-090 (Baxter) SPED 6691-081 (Lo)	SPED 6503-090 (CWood) RSCH 7113-090 (CWood) SPED 6691-081 (CWood)	

- C. For each semester fall and spring, both SPED 6690-080 (distance education) and 6690-081 (f2f) will be offered with a cap of 10. Depending on the total number of students across two sections, we can adjust enrollment or cancel one section if needed. Both sections will be delivered via hybrid/online format.
- D. For Summer II 2013 only: SPED 6503-080 (Romanoff?)
- E. RSCH 7113 will only be offered as -090 Spring semester and as -080 Summer I session each year.
- F. SPED 6692, SPED 6693, and SPED 6694 will be offered each fall, spring, summer I and summer II sessions. Dr. CWood will be instructor of record in the fall; Dr. Lo will be instructor of record in the spring; and Dr. CWood will be instructor of record for each summer session