



Department of Middle, Secondary and K-12 Education

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Agenda
Department Meeting
Friday, August 19, 2011
11:30 am – 1:30 pm
COED 110

1. Call to Order

- a. Approval of minutes from April 15, 2011 (distributed earlier via email)

Warren welcomed everyone back, welcomed new faculty and staff and made a motion to accept the minutes from the previous meeting. Motion was made by Myra and seconded by Charles. Minutes approved by unanimous verbal vote.

2. Welcome

- a. Chance Lewis [Carol Grotnes Belk Distinguished Professorship in Urban Education]
- b. Betty Ray Butler
- c. Monique Pollock
- d. Hannah Grover
- e. Michelle Stephan
- f. (Dr. Joyce Brigman- successfully defended her dissertation this summer)

New faculty and staff welcomed. Dr. Chance Lewis, Carol Grotnes Belk Distinguished Professor, Dr. Bettie Ray Butler, Monique Pollock, Hannah Grover, Dr. Michelle Stephan, Dr. Joyce Brigman (successfully defended dissertation, now Dr). Dr. Theresa Perez welcomed back.

3. Graduate Assistants/Student Workers

- a. MDSK Graduate Assistants
 - i. Ashley Parker
 - ii. Beth Salyers
 - iii. Michelle Plaisance
 - iv. Alexis Yowell
 - v. Abiola Farinde (Pathways to Teaching)
 - vi. Marcia Watson (Belk GA)
- b. Student Worker
 - i. Brooke Borleis
 - ii. Briana Abbate
- c. Duties and Responsibilities (in handbook)

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Graduate assistants are introduced. Returning: Ashley Parker, Beth Salyers, Michelle Plaisance, Alexis Yowell. New: Abiola Farinde, Marcia Watson.

Student workers announced: Brooke Borleis and Brianna Abbate

Guidelines for usage of GAs and Student Workers posted in handbook. Handbook will be placed on the S drive. (Previously used paper copies, but due to updates it is much better to put online and have it easily accessible than to waste paper)

List of all meetings, course mentors, part time faculty in handbook

4. **MDSK Survival Kits** (Michelle)

Michelle Polidura discussed “survival kits”, small things to get the year started

5. **RPT process**

- a. Paul Fitchett reappointed as assistant professor
- b. (2011-2012- - Heather Coffey reappointment, Scott Kissau & Greg Wiggan, tenure/promotion)

Dr. Paul Fitchett is successfully reappointed as assistant professor. Dr. Heather Coffey, Dr. Scott Kissau, and Dr. Greg Wiggan will be up for tenure promotions this year. Dossier process now online.

6. **Announcements and Updates**

- a. Office hours to Hannah- 6 hours of scheduled office hours are required. Make sure to not coincide meetings that are not in the office during office hours
- b. Emergency Medical Forms, Confidential Personnel Record Forms, Notice of Intent to Engage in Ext Activities Forms (Michelle)
- c. Copy of course syllabi to Terri (electronic)
- d. Department Handbook (Hannah) GA and student worker policies on pg. 6-7. Faculty Info on directory updates on pg. 12. Reminder to send advising hours.

Sunshine fund and Pantry fund- more info found on sheets that were distributed in survival kit.

- e. Fall orientation (Joyce) September 9 for graduates and undergraduates. Please mention in your classes.
- f. Budget

Still waiting for final approval. Had \$28,000 budget that was cut. The budget is probably around \$26,000.

- i. Travel money- the Dean projects that we should have \$1000 in travel money but we don't have any right now.
- ii. Copying- please use the Toshiba copier.
- iii. Phone calls
- g. Travel procedures (Michelle)- 30 day window in which to get paid for travel. Same procedures- Hannah will send travel authorization. Fill out and return electronically.
- h. MDSK website (Please email updates and files (i & ii) to Hannah)

Website was updated last year and now there is a new MDSK website. Photos to follow the meeting.

- i. Provide a short 'blurb'
- ii. Provide vitae
- i. TFA enrollment

TFAs no longer paying out of state tuition. Warren made the decision this summer to shut down all TFA sections, but the Graduate school and the College, along with TFA, worked a deal with the grad school to enable the TFA students to take classes for around the same cost as the distance education program. We are able to put students into existing sections. Paul Fitchett noted that as of Friday, the



TFAs had not registered.

- j. Faculty office relocations (Michelle)
 - i. GA workroom (previously the small conference room)
 - ii. Monique Pollock and Diana Dagenhart are sharing the old network room. Bettie Ray Butler will be in rm 315 and Chance Lewis will be in rm 326. There is the option to negotiate with other departments to use rooms also.
- k. Mass emailing- Database is now ready for mass emailing. If you need to email things to your advisees or a certain group, please type up the email and send to Hannah and specify exactly who is to receive the email. DATABASE- we are now holding faculty advisors accountable for advisees. We need to be notified of the status of students throughout the semester. We have developed a new system of keeping track of the database and files. Please attach planning sheet to the front of the folder. On a monthly basis, we will give you a list of your advisees. Please let us know their status.
- l. Criminal Background checks- Due to new policy, all adjuncts have to have a criminal background check completed. The University covers this cost.
- m. Office trash (Terri)- Terri distributed flyers from housekeeping.
- n. Mail service- Budget cuts have forced mail service to have only one pickup per day at 11am. If you need your mail to go out same day, please bring it to the office and we will work it out.
- o. Clinical experience logs- change in policy. Now instead of filing these in folders, faculty members are to collect the entire pack from their class, review them, and send them to OFE in an interoffice envelope with your name and the class on the front. OFE will now house these. Charles brought up the issue of space- does OFE have enough space to store all of these? If it's online, then why do you need the paper copy? The college is working towards a paperless goal, but for now OFE will house the records.
- p. MDSK database (Michelle)- After mass email was sent out with over 700 emails bounced back, the database was scrutinized. It was totally inaccurate. Advisors: please keep the office updated.
- q. Committee assignments (in handbook)- 2 documents for committee assignments in handbook that will give a list of all college and university assignments.
- r. NCATE- visit coming up in 2013. Most people probably received emails from Melba Spooner this summer regarding placement on committees.
- s. SAC- report was submitted but it was not exactly what the committee was looking for. Warren will follow up with specifics on what is needed. Will be on the agenda for program coordinator meetings. It was noted that the University as a whole was deficient in the SAC report- not just the College of Education.
- t. Pantry Supplies (Michelle)- please get money to Hannah or Michelle as soon as possible.
- u. ListServ (Terri)- updated listserv is available. Send email to Terri noting who should receive the email.

Faculty internationalization grants- Hannah scanned and emailed a copy late Thursday afternoon. There is \$1500 available for international travel. Guidelines are on the form.

7. Revisioning- implement EE into masters programs (Phase II MAT, Med) (Vicki, Tina) Final year of revision (hopefully). Last year the changes to initial licensure changes were implemented. This year there are more changes. Electronic evidence is the portfolio that is completed. Rubric has been submitted and we are waiting on approval. A committee will be working

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with Dane Hughes to make sure everything can be put on taskstream. Only those students entering the program as of this fall have to do that. Tina noted that there are other programs that rely on the data and it is still necessary to collect even if it is not going to be reported to the state. Diana Dagenhart has agreed to serve on the task stream committee.

- 8. NinerAdvisor-** located in 49er Express. Faculty post available office hours online, and students go online and set appt within office hours.

9. Class/Teaching Information/Advising Students

- a. Mentors- have been assigned. A list of mentors/mentees can be found in the handbook.
- b. Course Mentors
- c. Permits v authorizations- Permits are issued for a class that is already closed. Authorizations are issued for classes that still have seats available.
- d. Advising Issues (Tarra) For any requests from students in GTC, undergrad, or MAT Phase 1, please send all requests to Tarra Ellis. She is their advisor and can make a decision of whether or not to let them in the class.
 - i. Syllabi
 - ii. Checklist- COED handbook. Most syllabi are now sent out electronically.
 - iii. Send out electronically via email or post on web (faculty homepage, Moodle, etc)
- e. List of Advisees
 - i. Inactive students- as mentioned before, a list of advisees will be sent out to each advisor at the end of the month. Please check list and note changes within your own advisees.

10. Fall 2011 Schedule

- a. Check class rosters and direct students who are not registered to do so immediately
- b. 2nd Cancellation for non-payment is scheduled for August 31st
- c. Last day to drop/add August 31st @ 11:59 P.M. Census date is September 2nd. If you hand walk the special request through the process, you may get a student into the class before September 2nd.

11. Office protocol and staff responsibilities (Michelle)

- a. Check out policy- equipment- Please come see Michelle, Hannah or Terri regarding usage of office electronic equipment. If you need IT help, please enter a ticket in the OIT help ticket website.
- b. GA's and Student worker assignments -Please see Michelle Polidura regarding a special request before asking a student worker to do the work. Also be aware that they have other work and assignments as well. Please see handbook for GA usage. GAs will keep track of tasks and cannot be abused. GA supervisor is Jeanneine Jones.
- c. Conference room reservation
- d. Copy center request- Make sure to check if the Toshiba can complete your project before going to the copy center for pamphlets and brochures. Also please use the Toshiba for printing.

Tokens are not given out to students, but if a guest is coming in to speak to the class we will give you a token for them.

12. Spring 2011 Schedule (should have been Spring 2012 not 2011)

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- a. Feedback from program coordinators due September 9th
- b. Any special needs for courses- please relay this information to program coordinators asap. Also include any classes that you want to teach.

13.Meeting Schedules- all located in the handbook

- a. COED
- b. MDSK
- c. Program Coordinators

14.Other Business

- a. Social Fund (Hannah) As previously discussed
- b. Treasure shelves (Michelle)- shelves in GA room with supplies. If you need something, check in there.

Note- For program coordinators- folders will not be made unless the application is submitted to Terri. We need hard copies of information.

15.News of the community-

Questions? Comments? Welcome again.

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