Chair of Meeting: Scott Kissau

Attendees: Josh Avery, Bettie Ray Butler, Heather Coffey, Rosslyn Crandell, Hilary Dack, Warren DiBiase, Tom Fisher, Paul Fitchett, Susan Harden, Laura Hart, Charles Hutchison, Lan Kolano, Joan Lachance, Rex Mangiaracina, Tesh Ramey, Spencer, Salas, Michelle Stephan, Greg Wiggan

Guest: Larry Gourdine, Kristan Holzman

Staff: Elonda Kinloch, Adrienne Lee, Terri Pennell

1. Call to Order at 11:42 am
   Approval of Minutes, March 18, 2016-Dr. Charles Hutchison motioned the minutes to be approved. Bettie Ray Butler seconded the motion. Minutes approved.

2. Announcements
   - REEL vs. MDSK Kickball – Cancelled for Friday, April 22 due to inclement weather.
   - Scott congratulated Paul Fitchett for receiving the 2016 College of Education Excellence in Research Award, Lan Kolano for receiving the 2016 Faculty Diversity Award, and Laura Hart for EHRA Staff Employee of the Year.
   - Dean McIntyre has nominated MDSK for the Provost Excellence in Teaching Award. Scott stated how proud he is to work with such high performing faculty. The award documentation highlighting MDSK accomplishments will be displayed on the MDSK Moodle page.

3. Student Assistance and Support Services (SASS)
   - Scott invited Larry Gourdine (Assistant Dean of Students) and Kristan Holzman (Withdrawal Advisor) from the Dean of Students Office to speak.
   - Larry explained what services SASS provides for the university. There main focus is: How to best contribute to students’ success.
   - SASS assists, supports, and advocates for students experiencing a broad range of issues, concerns, or challenges interfering with student’s ability to be successful academically or personally at the university. Larry briefly discussed the following topics:
     - **Absence Verifications**: military absences, death in family, doctor appointments, personal issues, (hospitalization or serious accident - will provide emergency contact to faculty). SASS will provide absence verification for faculty, but only faculty members have the authority to grant student excuses or to reschedule exams.
     - **Grievances**: Example: grievance against faculty members
     - **Academic Accommodation**: relates to time away from class, extension on projects or classwork, reschedule exams
Other: incomplete grade policy, issues related to suicide, victim of violence, sexual harassment, parental contacts

Withdrawal Services: Kristan Holzman meets with students for advising with respect to full or partial withdrawal (see website: withdrawal.uncc.edu). Withdrawals may affect:
  1. the student’s financial aid
  2. housing
  3. holds for registrations
  4. academic petitions
  5. incompletes

Faculty may file a report: incidentreport.uncc.edu
Other SASS Contacts: 704 687-0345 Dean of Students Office
                      704 687-0336 Office of Student Conduct
                      704 687-0311 Counseling Center

4. edTPA Rubric tips – Tom Fisher reported
   Distributed handout entitled: edTPa Rubric Help for Practice Tasks
   Tom, Joan, and Teresa Petty are trained edTPA scorers
   Tom shared the supervisor feedback on candidates’ performance during internships
   Tom provided an overview of the handout and focused on rubrics 3, 4, 10, 13, and 15.
   Handout could be used by students and faculty as a checklist or guide when completing edTPA tasks.
   Joan was commended for TESL candidates’ great scores this semester.

5. Committee Representation
   Nominations for various committees were solicited.
   A list of the 2016-2017 committee representatives will be sent out via email and will be housed on the MDSK Moodle Page.

6. Updates NCIS (Laura Hart and Rex Mangiaracina)
   Rex and Laura distributed a handout provided feedback to faculty on the NCIS Program.
   Partnerships currently in place with 5 districts
   21 MDSK participants (19HS/2MS) through first two semesters (fall 2015/spring 2016)
   ELED candidates now being welcomed along with MDSK into program to begin Summer Session #1, 2016
   Suggestions Moving Forward:
     ° Improved Communication
       1. Bringing adjuncts up-to-speed on NCIS
       2. Faculty question to students: “Who in this class is in NCIS?”
     ° Increase faculty awareness of NCIS checklists
       1. Modified assignments for NCIS candidates in your courses

7. UNC Charlotte Data Dashboard – (Lan Kolano reported)
   Lan presented a proposal that was developed by TESL faculty members and endorsed by MDSK Program Director in response to concerns that initial licensure candidates are not prepared to work with ELLs and students with special needs.
   ° Required textbook: Foundations for Teachers of ELLs (Wayne Wright)
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° Modified analysis of teaching project
° Students take lesson developed in Advanced Methods (Analysis of Teaching Project) and make modifications to meet the needs of ELLs

8. Faculty Sharing
   ❖ Hilary Dack thanked everyone for a smooth transition during her first year.
   ❖ Scott thanked the faculty for a great year and told everyone to enjoy their summer.

Adjourned: 1:50 pm