MDSK Department Meeting Minutes  
Friday, October 17, 2014  
11:30 am – 1:30 pm  
COED 110

Chair of Meeting: Scott Kissau


1. Call to Order  
Approval of Minutes, September 12, 2014-Dr. Warren DiBiase made the motion that the minutes be approved. Dr. Charles Hutchinson seconded the motion. Minutes were unanimously approved.

2. Education Librarian  
Abby Moore was introduced by Scott Kissau. Abbey Moore (located in Atkins 138E) is the new education librarian that has been assigned to MDSK Department. Abby Moore spoke on how she can be of assistance to MDSK faculty and students with research. Abbey stated that if you have questions or inquiries she will be available via email. She will come to your office, or you may go to her office. She will be available to come to your classes to speak, or you may bring the students/class to the library. She will work with all students with research. She stated the library has a Curriculum Center (with textbooks, classroom management books, health books, manipulatives, etc.) to help in the classroom. Abbey stated if you would like to add to the collection of the Curriculum Center, please see her (she asked that materials not be too old). Abbey gave a demonstration/presentation on how to utilize the libraries’ (J. Murray Atkins Library) website. Abbey communicated she can help with:  
- what resources are available  
- create guides for classes  
- Collection Development  
- databases

3. MDSK edTPa Update & Feedback  
Scott asked if there were any complaints/concerns on how edTPA is going this semester. Scotts want to take any feedback forward. J. Lachance stated (she is the university supervisor for the TESL students) that timing is causing stress for the students because of the November 6 is the deadline. Students are in the middle of their 20-day full-time teaching block at the same time as they are completing the assignment. T. Fisher confirmed that students are overwhelmed. They need to start the project earlier in the semester so that most of the work is done when teaching full-time. How to address the problem? S. Kissau proposed arranging placement with a specific school upon acceptance into the program. Students remain with that school throughout. If we select schools strategically, we can still address diversity requirements. Scott mentioned that he is having a meeting in the near future to discuss the idea with the leadership team. S. Kissau gave a presentation on how MDSK is supporting student teachers with completion of edTPA assignment for Spring 2015.

4. MDSK edTPa Support  
A PowerPoint presentation describing how MDSK students will be supported in the completion of edTPA is available in the MDSK Moodle page. Scott mentioned that moving forward we need to identify additional MDSK faculty who would be willing to lead edTPA seminars. We can’t rely solely on Tarra, Teresa, and Joan each semester.
5. **3151/6162 Instructional Resources**
   S. Kissau showed PowerPoint presentation edTPA Moodle page (Assessment Piece in 3151 and 6162). S. Kissau encouraged you to look at the assignment in Moodle. Students will complete an assessment, analyze a dataset, and provide feedback to students. Paul stated there are different types of assessments (Math, Foreign Language, Social Studies, and English). J. LaChance is working on set of modules in Moodle to have access to pull into your class to be in place for the Spring 2015. Scott suggested that faculty with expertise in content areas provide alternative, sample assessments that align with best practices.

6. **Community Report**
   a. **Workload Policy update**
      W. DiBiase commented next Fall there will be an application that will be in place. You will be able to apply for the teaching 2:2 load based on research only. Applications based on extraordinary service or other criteria will be considered on case-by-case basis by the Chair who will make recommendation to the Dean. Dean has final approval. P. Fitchett and Warren are to provide feedback to the Taskforce about to the RPT document (2:2 Workload). Scott stated that he will send out on Doodle poll another time to discuss this topic.
   b. **University Faculty Council (Lan)**
      L. Kolano and H. Coffey suggested scanning the notes and sending out to everybody. Heather will send this information out.
   c. **Recruitment Committee (Rex)**
      Rex stated that he sits on the Recruitment Committee. He stated their first meeting was good. Rex distributed brochures.
   d. **Honors in Education Committee (Tarra)**
      Tara Ellis talked on Club for Honors Education Committee-taking applications now until October 27. (Criteria: need to be admitted into the College of Education, 30 credit hours, GPA 3.5). She communicated to encourage the students to apply.

7. **Community Police Officer (T.J. Readling)**
   S. Kissau reported that the Dean asked faculty members be familiar with emergency procedures on campus. S. Kissau invited Officer T.J. Readling to talk to the group on campus emergency situations, Officer T.J. Reading reported on road construction by the CRI campus. He showed the website of the Campus Police. He spoke on the Safe and Well Link for faculty and staff to use to report where they are located in case of an emergency. Officer T.J. Readling distributed brochures on Campus Emergency Evacuation Plan/Risk Management Safety & Security.

8. **Professional Development (Susan)**
   Susan Harden gave a presentation on (Inclusive) Engaged Scholarship. She reported on Ernest Boyer (Chancellor for New York City schools, served in President Carter’s administration-who wrote an article on Scholarly Research. She states herself as an engaged scholar. Her presentation related to Faculty Workload.

9. **Announcements**
   - Scott Kissau thanked Tarra Ellis, Charles Hutchinson, and Teresa Petty for providing lunch.
   - Scott Kissau announced Laura Funderburg will start in the Office Manager role in MDSK Department Thursday, October 23.