

Department of Special Education
 Department Meeting
 9/16/15

In attendance: Casey, Katy; Collet-Klingenberg, Lana; Collins, James; DeVore, Simone; Gwalla-Ogisi, Nomsa; Kolb, Sharon; Robinson, Rowand; Schultz, Tia; Stevens, Amy; Stuart, Shannon; Toms, Ozalle; Troemel, Eileen; Winchell, Brooke
 Absent:

Item	Time	Person	Action
Start time – 3:30 Lana handed around materials Check In Approve minutes from retreat 8-28-15	3 min.	All	Moved - Katy Seconded - Nomsa Carried - Unanimously
Information Items: <ul style="list-style-type: none"> • Insurance changes <ul style="list-style-type: none"> ○ Significant changes being made this fall– all encouraged to pay attention and seek out information ○ New co-payments ○ Dental – all going to get enrolled so need to un-enroll if not interested • Online syllabi <ul style="list-style-type: none"> ○ Please update Online Syllabi asap • Calendar etiquette <ul style="list-style-type: none"> ○ Be aware of items marked private vs public and busy vs free • Carryover money <ul style="list-style-type: none"> ○ COEPS got 300K in carryover money ○ There are some specific uses they will communicate • Course Leaf <ul style="list-style-type: none"> ○ Rowand is our expert • Travel changes (90 days, online RBA, no outside travel agencies) <ul style="list-style-type: none"> ○ Getting stricter this year ○ Have your request to be absent in before or they won't reimburse • Presentations: <ul style="list-style-type: none"> ○ Katy C. - TECSCU, ○ Ozalle -SpecEd Conf; Lana and Ozalle - WCEC table at SpecEd Conf; ○ Brooke and Simone - CEC 	10 min.	Lana	Information

<ul style="list-style-type: none"> ○ Amy - 3 at TED ○ James & Lana - Technology conference ○ Two of our graduates are running for CCBD ○ Shannon is running for president of CCBD; James is running as the liaison to WCEC ● Advising procedures – may go on One Note – stay tuned 			
<p>Local scoring for edTPA (at least one each?); spring/fall dates</p> <ul style="list-style-type: none"> ● Each faculty member and Barb H will do one ● Will have comparison between national and local ● Pearson scores on 1-5, local is 1-3 ● Need to score 10% this semester if we each score one we will exceed that ● They will be assigned by random selection, include graduate students ● Fall submission date is November 12 ● Spring submission date is April 14, 2016 	2 min.	Lana	
<p>Search for OFE (9/23 to Robin)</p> <ul style="list-style-type: none"> ● Nomsa Gwalla-Ogisi and Rowand Robinson are willing to be on the search committee 	5 min.	Lana	LCK will forward to Robin
<p>WIFOR and Praxis II Deadlines –advising recommendations</p> <ul style="list-style-type: none"> ● It is critical to get them to take the Praxis II and WIFOR earlier. For James, Ozalle, Rowand, and Lana ● WIFOR needs to take after taken 486 & 487 ● Can we modify forms to show Praxis II and WIFOR 	5 min.	Nomsa	ET update plans
<p>ECE Poverty Simulation</p> <ul style="list-style-type: none"> ● People in crisis – interactive program organized by the public defenders office ● Designed for up to 74 participants, with 16 volunteers. Each participant gets a family name. Takes an hour to set up the room with different stations ● Each 15 minutes is a week in time. ● Has significant impact on the students ● Boxes and Walls – is a similar experience ● Is it possible to add in the speed 466 students? ● Could look at setting it up as a joint event. The cost is \$300. ● Trainer would like to work with Simone and 	10 min.	Simone /Brooke	Simone to send Lana the flyer

Brooke to improve the debriefing process			
<p>Common Lesson Planning Form</p> <ul style="list-style-type: none"> • Has less instruction on the lesson plan and gives more flexibility in the format, though there is a checklist that can go with it for more direction • Lana gave it to Ann Durst who is going to include it in the packet which is given out for the Edfound courses 	5 min.	Katy	Discuss
<p>Syllabi Standards Update & LEAP</p> <ul style="list-style-type: none"> • We will perhaps be aligning this with LEAP in Spring • The standards not addressed are highlighted in yellow • We need to put in the classes which are outside our program but are a requirement of the program. This includes pre-block and COMDIS 355 (or 270) • At what level are we touching on these; i.e., should this be weighted? • There were many standards where only part of the standard was addressed. Do we mark it then? • We can make sure we are addressing these on some level and they are being identified • We will dedicate a future meeting to this • The dean's office would like us to incorporate LEAP into the syllabi – revisit once this process is done 	30 min.	Sharon/ Lana	Rowand add 480; Shannon add 473 LCK get syllabi for pre-block and comdis courses;; Eileen to send out file to faculty; Sharon will organize work groups and set due date
<p>Department Goals for 2015-16</p> <ul style="list-style-type: none"> • These will guide our work for the rest of the year. • It is important to be sure we have quality program and for accreditation (we are accredited through Dec 2016). • Re-write the goal for revisiting processes for student internships, scholarships, and awards. • Pull out of goals – assistive technology – and revisit as a special course or workshop for summer • Post bac program – Shannon and Amy expressed interest in working with cross-department committee to develop a post bac program across departments <ul style="list-style-type: none"> ○ This is currently in the development 	5 min.	Lana	Lana will revise Goals and send out again

stage – in discussions on what it will look like			
<p>Curricular Proposals</p> <ul style="list-style-type: none"> • Identified 10 courses which need minor changes made <ul style="list-style-type: none"> ○ Some are title changes ○ Some are pre-reqs ○ Have just one person to do these 	5 min.	Lana/ R2	Rowand and Ozalle to do curricular changes
<p>Other</p> <ul style="list-style-type: none"> - Update from student staffing committee <ul style="list-style-type: none"> ○ James, Tia, and Katy met ○ Create a database ○ Having one person responsible for the process ○ What can we really do? ○ Can we make them take like an independent study or what options do we have? ○ How do we support the dispositions throughout our program? ○ It might be worthwhile to wait for the college to provide us their policy on this. ○ Introduced in EDFOUND – pre-block but it needs to be followed through in our program - Nomsa will be sending students back who need course directives 			
Meeting adjourned 5:00 p.m.			