

The University of North Carolina at Pembroke
Faculty Senate Agenda
 Wednesday, March 11, 2015 at 3:30 p.m.
 213 Chavis University Center

Scott Hicks, Chair
 Roger Guy, Secretary

Members of the Senate:

To 2015	To 2016	To 2017
ART June Power	ART Aaron Vandermeer	ART Jonathan Maisonpierre
EDN Marisa Scott	EDN Susan Edkins	EDN Joe Sciulli
LET Susan Cannata	LET Polina Chemishanova	LET Cynthia Miecznikowski
NSM Maria Pereira	NSM Dena Evans	NSM Tom Dooling
SBS Mike Spivey	SBS Rick Crandall	SBS Brooke Kelly
At-Large Dorea Bonneau	At-Large Jeff Bolles	At-Large Scott Hicks
At-Large Jesse Peters	At-Large Jose D'Arruda	At-Large David Nikkel
At-Large Sailaja Vallabha	At-Large Roger Guy	At-Large Sara Simmons
Chancellor Kyle Carter		
Provost and Vice Chancellor for Academic Affairs William Gash		

Order of Business

- A. Roll Call**
- B. Approval of Minutes** ([Appendix A](#))
- C. Adoption of Agenda**
- D. Reports from Administration**
 - 1. Chancellor—Kyle Carter
 - 2. Acting Provost and Vice Chancellor for Academic Affairs—William Gash
- E. Reports of Committees**
 - 1. Operations Committees
 - a. Executive Committee—Scott Hicks
 - 1. Resolution on Shared Governance at UNCP ([Appendix B](#))
 - 2. Resolution on Budget Cuts and Reversions ([Appendix C](#))
 - b. Committee on Committees & Elections—Susan Cannata
 - 2. Standing Committees
 - a. Academic Affairs Committee—Jose D'Arruda ([Appendix D](#))
 - 1. Proposal from the Department of Economics & Decision Sciences: Create a new minor in Quantitative Economics, intended for students majoring in quantitative fields (such as mathematics, accounting, applied physics, biology, biotechnology, computer science, and geo-environmental studies) who want to analyze markets for products and

services connected to those fields (Department approved, 6-0-0; Curriculum Committee approved, 10-0-0; Academic Affairs Committee approved, 13-0-0) ([Appendix E](#))

b. Faculty & Institutional Affairs Committee—Sara Simmons

c. Student Affairs & Campus Life Committee—Brooke Kelly

3. Special Committees

F. UNC Faculty Assembly Report ([Appendix F](#))

G. Teacher Education Committee ([Appendix G](#))

H. Graduate Council ([Appendix H](#))

I. Other Committees

J. Unfinished Business

K. New Business

L. Announcements

M. Adjournment

Appendix A

The University of North Carolina at Pembroke Faculty Senate Minutes

Wednesday, Feb. 4, 2015, at 3:30 p.m.
213 Chavis University Center

Scott Hicks, Chair
Roger Guy, Secretary

Members of the Senate:

To 2015	To 2016	To 2017
ART June Power	ART Aaron Vandermeer	ART Jonathan Maisonpierre
EDN Marisa Scott	EDN Susan Edkins	EDN Joe Sciulli
LET Susan Cannata	LET Polina Chemishanova	LET Cynthia Miecznikowski
NSM Maria Pereira	NSM Dena Evans	NSM Tom Dooling
SBS Mike Spivey	SBS Rick Crandall	SBS Brooke Kelly
At-Large Dorea Bonneau	At-Large Jeff Bolles	At-Large Scott Hicks
At-Large Jesse Peters	At-Large Jose D'Arruda	At-Large David Nikkel
At-Large Sailaja Vallabha	At-Large Roger Guy	At-Large Sara Simmons
Chancellor Kyle Carter Provost and Vice Chancellor for Academic Affairs Ken Kitts		

Members Present: Jeff Bolles, Dorea Bonneau, Susan Cannata, Kyle Carter, Polina Chemishanova, Rick Crandall Jose D'Arruda, Tom Dooling, Susan Edkins, Dena Evans, Roger Guy, Scott Hicks, Brooke Kelly, Jonathan Maisonpierre, Cynthia Miecznikowski, David Nikkel, Maria Pereira, Jesse Peters, June Power, Joe Sciulli, Marisa Scott, Sara Simmons, Mike Spivey, Aaron Vandermeer

Members Absent: Kenneth Kitts

Guests: Beverly Justice, Sherry Edwards, Sharon Kissick, Elizabeth Normandy, Melissa Schaub, William Thomas

Order of Business

- A. **Roll Call**
- B. **Approval of Minutes** The Minutes were approved
- C. **Adoption of Agenda** The Agenda was adopted
- D. **Reports from Administration**
 1. Chancellor—Kyle Carter

Dr. Carter briefed the Senate on the progress of the search for an interim provost. He acknowledged that the process had gone on longer than he anticipated. The Chancellor stated that he would consider an external candidate provided that they have knowledge of the UNC system. He pledged that any external candidate would be interviewed on campus with the participation of the campus community including the Senate.

Dr. Carter then mentioned that, given the shortfall of state tax revenue, there would likely be a \$700,000 – 800,000 reversion of university funds to the State.

2. Provost and Vice Chancellor for Academic Affairs—Ken Kitts No report

E. Reports of Committees

1. Operations Committees
 - a. Executive Committee—Scott Hicks
 1. With the support of faculty and administration following the Jan. 27 open forum, the Executive Committee asks for the Senate’s approval to amend promotion and tenure guidelines and policies as follows: All references to “academic program” or “program” shall be stricken from the Faculty Evaluation Model, replaced by “department.”
Motion passed 23-0-0
 2. With the support of faculty and administration following the Jan. 27 open forum, the Executive Committee asks for the Senate’s concurrence in recommending that the submission of Disciplinary Statements for Promotion & Tenure be postponed for one year.
The Senate unanimously supported this recommendation
 3. The Executive Committee asks for the Senate’s affirmation of a UNC Faculty Assembly resolution praising the leadership of President Tom Ross and calling on the Board of Governors to articulate its rationale for effecting a “transition in leadership” against the president’s wishes.
Resolution passed 21-0-2
 4. The Chair asks for the Senate’s approval of Ryan Anderson (History), Irina Falls (Educational Specialties), Rita Hagevick (Biology), Bishwa Koirala (Economics, Finance & Decision Sciences), John Labadie (Art), John Roe (Biology), and Richard Vela (English) to the Faculty Research Advisory Board.
Motion passed 23-0-0

- b. Committee on Committees & Elections—Susan Cannata
 - 1. The Committee on Committees & Elections shall conduct the election of the 2015-2016 Senate Chair and Senate Secretary.
Motion to elect Scott Hicks, Senate Chair by acclamation passed 23-0-0

Motion to elect Roger Guy, Senate Secretary by acclamation passed 23-0-0
 - 2. The Committee requests the approval of the appointments of Bill Brandon (Natural Sciences & Mathematics) to the Subcommittee on Faculty Development & Welfare (to 2015, replacing April Ventura), Dorea Bonneau (Education) to the Subcommittee on Faculty Development & Welfare (to 2015, replacing Kim Sellers), and Frederick Stephens (Social & Behavioral Sciences) to the Student Affairs & Campus Life Committee (to 2015, replacing Lydia Gan).
Motion passed 23-0-0
- c. Faculty Governance Committee—Beverly Justice
 - 1. The Faculty Governance Committee requests the Senate’s approval of the Faculty Awards Committee’s request to stipulate that it shall consider only the first four letters of recommendation received in support of candidates for the Board of Governors Award for Excellence in Teaching.
Motion passed 23-0-0
- 2. Standing Committees
 - a. Academic Affairs Committee—Jose D’Arruda
 - 1. The Master of Business Administration Program proposes to replace MGT 5300: Human Resources with MGT 5362: International Business in the MBA core program and to create MBA concentrations in Supply Chain Management and Financial Services.
Motion passed 23-0-0
 - b. Faculty & Institutional Affairs Committee—Sara Simmons
 - 1. The Committee seeks the approval of General Administration-mandated revisions to post-tenure review. (See Appendix F in the Agenda)
Motion to amend the wording passed 22-0-0
Motion passed 22-0-0

- c. Student Affairs & Campus Life Committee—Brooke Kelly
No report

- 3. Special Committees – No special committees
- F. UNC Faculty Assembly Report** - See Agenda
- G. Teacher Education Committee** – No report
- H. Graduate Council** - See Agenda
- I. Other Committees** – No other committees
- J. Unfinished Business** – No unfinished business
- K. New Business** – No new business
- L. Announcements**
- M. Adjournment**

Motion to adjourn passed 22-0-0

Meeting adjourned 4:50 p.m.

Respectfully Submitted

Roger Guy, Secretary

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Appendix B

The Faculty Senate of the University of North Carolina, Pembroke Resolution on Shared Governance Presented at the Meeting of the Senate on March 11, 2015

Whereas the Faculty Senate affirms the importance of shared governance among faculty, staff, students, and administration in the good functioning of the University;

Whereas effective shared governance requires “full opportunity for appropriate joint planning and effort”¹; and

Whereas “a strong campus governance system depends upon appropriate knowledge and participation in decision making as well as an understanding of the roles and responsibilities of various campus groups”²;

Now, therefore, be it resolved that the UNCP Faculty Senate affirms the following statement of shared governance developed in collaboration with Staff Council and Student Government:

“The faculty, staff, and student leaders of the University of North Carolina at Pembroke believe in shared governance and its power to represent the viewpoints of all members of the campus community. Through established and growing partnerships and a shared commitment to the University’s mission of teaching, research, and engagement, the faculty, staff, and students recognize that bringing their voices together advances UNCP’s mission and strengthens our campus community. The Faculty Senate, Staff Council, and Student Government commit to

- creating an environment where voices of each constituency are considered throughout the decision-making process;
- supporting avenues of open communication and accountability;
- recognizing that each governing body complements, rather than competes, with each other; and
- understanding that collectively our voices are strengthened when unified as one.

“Let it be recognized on this date, that these governing bodies commit to work continually toward successful shared governance at UNC Pembroke. “

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¹ American Association of University Professors, *1966 Statement on Government of Colleges and Universities*, “The Academic Institution: Joint Effort.”

² University of North Carolina, Pembroke, Office of the Chancellor, “University Governance.”

Appendix C

The Faculty Senate of the University of North Carolina, Pembroke Resolution on Budget Cuts and Reversions Presented at the Meeting of the Senate on March 11, 2015

Whereas the University's General Faculty are committed to providing to all students rich resources in science, arts, humanities, education, and business;

Whereas the educational mission of the University of North Carolina and its constituent institutions is funded primarily through state appropriations and student tuition;

Whereas the annual appropriations to UNCP have been reduced by nine percent, in the amount of nearly \$5.2 million yearly, since 2008;

Whereas budgetary reversions mandated in February by N.C. State Budget Director Lee Roberts will further deprive UNCP of \$672,300, requiring three-percent cuts to operating budgets and ongoing vacancies in unfilled positions for the remainder of the fiscal year;

Whereas more severe budget cuts to the University are forecast;

And whereas reductions in funding hamper the teaching, research, and service missions and responsibilities of the University and diminish the quality and number of academic resources available to students;

Now, therefore, be it resolved that the UNCP Faculty Senate condemns the ongoing defunding of the University and urges the elected leadership of the State of North Carolina to protect the University from current and future reductions in appropriations.

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Appendix D

MINUTES (pending approval)
Meeting of the Academic Affairs Committee
Wednesday, February 18 2015
University Center, Room 213

Committee Membership

Jose D'Arruda (Senator & Chair)	Marisa Scott (Senator)
Rick Crandall (Senator)	Lisa Mitchell (chair of General Education)
Jeff Bolles (Senator)	Jaime Martinez (chair of Curriculum)
Jonathan Maisonpierre (Senator)	Anita R. Guynn (chair of Enrollment)
Cyndi Miecznikowski (Senator)	Robert Arndt (chair of Academic Support)
David Nikkel (Senator) (secretary in rotation)	Ken Kitts (Provost and VC for Academic Affairs)
Maria Pereira (Senator)	

- I. Call to Order at 3:30 p.m. (Absent: Anita Guynn, Marissa Scott; Liz Normandy attended for Ken Kitts)
- II.
- III. Approval of the Minutes of the January 21, 2015 Meeting—Approved by consensus with the corrections of “grade” to “upgrade” in item K.a. of the Academic Support Services Report and of “Nartinez” to “Martinez” under New Business
- IV. Approval of the Agenda—Chair D'Arruda explained the circumstances of why items from the Enrollment Management Committee are not on the revised agenda; Approved by consensus
- V. Report from the Chair—No Report
- VI. Reports from Subcommittees

A. Curriculum: Jaime Martinez, Chair

a) Actions Requiring only AA Chair Signature

4. Proposal from the Department of English, Theatre, and Foreign Languages

4.1 Course Proposal: revise description of ENG 1930 Pronunciation

Proposal 4.1 passed: 10 for, 0 against, 0 abstain; 4.1 be forwarded to the Chair of Academic Affairs committee for his signature.

6. Proposal from the Department of Mathematics and Computer Science

6.1 Course Proposal: revise prerequisite for ITC 4800 Advanced Computer Systems

Proposal 6.1 passed: 10 for, 0 against, 0 abstain; 6.1 be forwarded to the Chair of Academic Affairs committee for his signature.

7. Proposal from the Department of History

7.1 Course Proposal: revise description and prerequisites for HST 3700 Introduction to Public History

Proposal 7.1 passed: 10 for, 0 against, 0 abstain; 7.1 be forwarded to the Chair of Academic Affairs committee for his signature.

8. Proposal from the Department of Music

8.1 Course Proposal: adjust credit hours for MUS 1192 Global Rhythm Ensemble

Proposal 8.1 passed: 10 for, 0 against, 0 abstain; 8.1 will be forwarded to the Chair of Academic Affairs committee for his signature.

b) Actions Requiring AA Approval Only

5. Proposals from the Department of Economics and Decision Sciences

5.1 Course Proposal: create ECN 3200 Mathematical Economics

5.2 Course Proposal: create ECN 3600 Introduction to Econometrics

5.1-5.2 passed: 10 for, 0 against, 0 abstain. 5.1-5.2 will be forwarded to the Academic Affairs committee for their consideration.

Approved unanimously (8-0-0)

c) Actions Requiring AA Approval and to be sent to Senate

5. Proposals from the Department of Economics and Decision

5.3 Program Proposal: create new minor in Quantitative Economics

Proposal 5.3 passed: 10 for, 0 against, 0 abstain; 5.3 will go to the Academic Affairs committee for their consideration and then, if approved, to Faculty Senate;

Approved unanimously

B. **Enrollment Management:** Anita R. Guynn, Chair

- Item A Standing and Appeals Policy Revisions.
- Item B is the wording of a faculty survey about what "attendance" means online and how we verify it.
- Item C Student Class Attendance Policy

These above items will be considered at the March meeting of the Academic Affairs Committee

C. **General Education:** Lisa Mitchell, Chair

- 1) **The Subcommittee is waiting to hear from UNC General Administration concerning General Education Assessment plans**
- 2) **The Subcommittee will meet next week**

D. **Academic Support Services:** Robert Arndt, Chair

Academic Support Services Subcommittee (Feb. 2015)

Academic Support Center

6 graduate students from CNS 6100 are working on the STAR (Striving Towards Academic Recovery) program.

The Writing Center has hours in the Library on Sunday-Tuesday nights.

Since the beginning of the semester 245 Hawk Alerts have placed. They are looking for funding assistance from GA to hire personnel to help with follow-ups to improve their closeout rate.

Mary Livermore Library

The Library update all of its LibGuides and webpages to reflect the new NC LIVE databases. Most of the EBSCO database which NC LIVE dropped were purchased by the Library.

The library continues to see increased usage and demand for study rooms. The Library hired a new circulation staff member to ease the stress of covering operational hours at Circulation.

DoIt

Banner migration continues. On 2 March there will be a code freeze and the database cloned to UNC GA. The go live cutover will begin on March 28 and require downtime from Banner throughout that weekend.

Student workers in the Library are handling the HelpDesk from 5 pm to midnight.

The Academic Computer Initiative (faculty refresh) is ongoing. Funding was approved to replace 4 and 5 year computers for full-time faculty.

The Committee on Academic Information Technology is still being formed and is still looking for member of all technological abilities.

Accessibility Resource Center

The Accessibility Resource Center has moved to a Titanium database for keeping statistics.

The Accessibility Resource Center is looking towards using a live video streaming service to provide sign language interpreting.

Derek Oxendine , Director of the Academic Support Center, provided information on SLA and SI instruction. The SI program is being phased out because it is very expensive to run (over \$189,000 with 90% grant funded) and students are not attending the SI sessions. SLA, Structured Learning Assistance, provide the additional support like SI sessions except the SLA review sessions are built into the course like a lab session, and the SLA sessions have an attendance policy based upon an expected performance goal established by the course instructor. Students will be required to registrar for these “lab” sessions. The SLA sections will be student led. The SLA leader will attend the class, receive training to lead the session, and meet with the course instructor on a regular basis. Five MAT 1070 will have SLA sections this Fall. These classes will be populated who select certain majors (Business and Nursing) and by test scores.

Robert Arndt

Chair, Academic Support Services Subcommittee

- VII. Old Business—Report- Jaime Martinez, Jonathan Maison-Pierre, and David Nikkel recommended that the midterm grade submission deadline be the second Monday prior to the withdrawal deadline, which according to UNC System policy is set at the 60% point of the semester.

Unanimously referred to the Enrollment Management Subcommittee

- VIII. New Business--None

- IX. Announcements—Chair D’Arruda announced the Memorial Service for Tony Curtis at 2 p.m., Saturday, preceded by calling hours from 1-2 and followed by a reception

at Judy's home
X. Adjournment—4:00 p.m.

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Appendix E

Proposal from the Department of Economics & Decision Sciences: Create a new minor in Quantitative Economics

We are proposing a new minor in Quantitative Economics. This proposal is contingent on the approval of two new courses: ECN 3200 Mathematical Economics and ECN 3500 Introduction to Econometrics, which have been proposed separately. The minor will consist of 19 semester hours:

- MAT 2150 Calculus with Applications or MAT 2210 Calculus I
- DSC 3130 Business Statistics I or MAT 2100 Introduction to Statistics
- Either ECN 2020 Principles of Microeconomics and ECN 3010 Managerial Economics, or ECN 2030 Principles of Macroeconomics and ECN 3050 Intermediate Macroeconomics
- ECN 3200 Mathematical Economics (prerequisite: MAT 2150 or higher Math)
- ECN 3500 Introduction to Econometrics (prerequisites: MAT 2150 or MAT 2210, DSC 3130 or MAT 2100)

Rationale: The minor in Quantitative Economics is intended for students with majors in quantitative fields such as Mathematics, Accounting, Applied Physics, Biology, Biotechnology, Computer Science, or Geo-Environmental Studies, who want to analyze the markets for the products and services connected with these fields. The minor would also be a good start for students in quantitative majors who want to pursue graduate work in Business Administration, Economics, or Finance.

Dept vote: 6 for; 0 against; 0 abstain

Affect others: No

Departments affected and how:

Affected Chair: Off

Cross listing: No

Articulation: No

Creation of New Courses: Yes—ECN 3200 and ECN 3500

Revisions to Existing Courses: No

Additional Resources: no

Additional Resources required:

Attached: Catalog Copy

Minor in Quantitative Economics

The minor in quantitative economics is intended for students whose majors are in quantitative disciplines, but it is also available to any student whose major is not in the School of Business. This minor will help to prepare students to analyze the markets for the products and services connected with their chosen field. The minor would also be a

good start for students in quantitative majors who want to pursue graduate work in Business Administration, Economics, or Finance.

Requirements for a Minor in Quantitative Economics	Sem. Hrs.
Economic Theory: (ECN 2020 and ECN 3010) or (ECN 2030 and ECN 3050)	6
Quantitative Methods: ECN 3200 and ECN 3500	6
Required Calculus: MAT 2150 or MAT 2210	4
Required Statistics: DSC 3130 or MAT 2100	3
Total:	19

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Appendix F

Faculty Assembly Meeting Notes February 20, 2015

Tom Ross, President

- Does not think that the BOG has somebody in mind for the next president of the UNC system.
- The presidential search will get underway very soon.
- Several campuses passed resolutions supporting Tom Ross.
- The proposed tuition/fee increases seem reasonable and President Ross thinks that they are needed. It appears there is no major opposition from the BOG.
- The proposed tuition increases cover a two year plan.
- The proposed campus security fees are needed to support federal mandates and also recommendations made by the campus security committee recommendations made last year (Note: I was a member of that committee).
- The state budget office has mandated a holdback of 1.25% of the UNC appropriation starting February 1st. This is needed to protect against possible budget shortfalls.
- Data recently released indicates that the economic outlook for next year is much improved.
- Chancellor searches in the future will have a BOG member sitting in as a non-voting member.
- With regard to chancellor searches, the BOG seems to have an interest in using search firms that produce a pool of candidates from within, and outside of, higher education.
- As previously announced, the BOG asked for the closing of three centers and institutes.
- There will likely be between six to twelve new members of the BOG in the very near future.
- In terms of resources and support, the UNC system is far better off than public institutions in most states. The UNC system is held in high regard across the country.

Mathew Rascoff, VP for Technology-based Learning and Innovation: UNC Exchange and online initiatives

- UNC online is now competing for online degrees and certifications with numerous public and private institutions.

Accomplishments in 2014:

- Full-time students can take online courses from their campus at no extra cost.
- Established policy and built technology to allow full-time students to take online courses for no extra cost anywhere in the system.
- Launched i3@UNC(a program for faculty – system-wide) to help faculty design and deliver a first online course.
- Grew UNC online requests for information (RFIs 5X) and degree searches 3X for online programs through a redesign of UNC online.

- Grew online proctoring network by 35% to support increased demand for online while maintaining academic integrity.
- 39% of UNC students took at least one online course in academic year 2013-2014.
- 9% of all UNC students are fully online.
- The majority of part-time students (53%) studied at least partially online.
- 32% of part-time students are fully online.

2015 – some things in process:

- Working on a shared approach to admissions. If rejected by one school, the application would automatically be re-distributed to all UNC schools across the system for consideration.
- Recruit active duty military to a new online general education certificate program.
- Partner with Quality Matters to strengthen standards for online quality and lower costs of membership.
- Plan to pilot at least one competency-based program in 2016-2017.
- Expand proctoring network.
- Seek grants to support faculty development.

Chris Brown, VP for Research and Graduate Education: Centers and Institutes BOG

- The draft report that details the process for reviewing centers and institutes can be found on the UNC-GA website. I could not easily find the draft report on the UNC-GA website. I found this link to a pdf of the draft report:
<http://media2.newsobserver.com/smedia/2015/02/18/14/16/wvgQ4.So.156.pdf>.
- The goal of the center and institute review was to determine cost-effectiveness of the centers and institutes.

Katherine Stewart, VP for Academic Planning and Quality: General Education Council and other academic initiatives

- System-wide assessment of student learning outcomes is ongoing.
- The general education council is very active in examining pilot programs related to student learning outcomes.
- Field testing a new measure of critical thinking developed by ETS (UNC has been part of a pilot project).
- All institutions have been asked to have 100-150 students to take the field test (March 15th to April 15th).
- The results of the field test will be analyzed and discussed at GA and with the general education council.
- ETS is going to provide a link to a webinar that explains the logic behind questions developed by ETS. Once GA has the link, it will be distributed throughout the UNC system. After viewing the webinar, faculty will have an opportunity (not mandatory) to suggest revisions to questions.
- ETS has agreed to make the field test available to any faculty member who requests it.
- Faculty feedback to the ETS field test is critical.

Junius Gonzales, Senior VP for Academic Affairs: Introduction and open discussion

- Dr. Gonzales is newly appointed to this position.

- Has previously served as a dean and provost in Florida and Texas.
- Important issues facing higher education (in general, and per various surveys): tuition policy; in-state tuition benefits for undocumented students; veterans education benefits; guns on campus; performance based funding; campus sexual assaults; link between secondary and post-secondary education; and free community college.
- Dr. Gonzales does not believe that a one size fits all approach to policy is the best approach.

Discussion with delegates about issues that concern faculty:

- It is important to understand the unique missions of each constituent school in the UNC system.
- Faculty involvement in administrative decisions about academic affairs is essential. Presently, there is tension related to this issue.
- Faculty evaluation of administrators is important, and should be continued.
- Often, too many administrative non-faculty positions are created and funded at the expense of faculty positions.
- There is no clear link between many mandated policies and whether or not desired outcomes are achieved. Therefore, many workload burdens are placed on faculty that may not be needed.
- Academic freedom and freedom of speech seem to be at risk for constraints.
- Deferred maintenance can create undesirable working conditions.

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Appendix G



**Teacher Education Committee Meeting
Minutes
October 8, 2014
3:00 p.m., room 1106, Jones Athletic Building**



“Preparing professional educators who are committed, collaborative, and competent.”

TEC Members Present: M. Ash, B. Brown, A. Bryant, R. Bullard-Dillard, M. Edwards, I. Falls, D. Feikema, K. Ficklin, K. Granger, R. Hagevik, E.H. Jeon, R. Ladd, C. Lara, T. Lightfoot, Z. Locklear, J. Lucas, L. Mabe, J. Rivera, M. Scott, D. Scruton, K. Sellers, S. Simmons, K. Stanley

Staff: M. Klinikowski, L. Mitchell, A. Oyata, B. Winters

1. The meeting was called to order at 3:01 p.m.
2. The minutes of the September 10, 2014 meeting were approved as presented.
3. Good News – Positive comments were made about the Counseling students who will present at an upcoming national conference with faculty, the appointment of Ms. Cindy Goodman as the new superintendent of Richmond County Schools, and the high number of faculty who presented at the NCACTE Fall Forum.
4. The following Spanish Education curriculum proposals were approved as presented by Dr. Cecilia Lara:
 - a. Change the course title and course description of SPN 2990.
 - b. Create new 3-hour elective course: SPN 3400 - *Spanish Phonetics and Phonology*.
 - c. Change the course title and course description of SPN 3150.
5. **Action Items:**
 - a. The 2014-15 TEC membership was approved with the following changes: Ms. Mary Klinikowski is the new Mathematics Education Graduate Program Director and Dr. Angela McDonald was added as a member of the TEC given her position as Chair of the Department of Educational Leadership and Counseling.
 - b. Following discussion of the new Praxis II Testing Requirements, a motion was made and passed to strongly require UNCP students to take, but not pass, the Praxis II examinations prior to licensure recommendation per the current State Board of Education policies. Pass rates trends will be monitored and this action will be reviewed in the future and modified, as needed.
 - c. The list of students presented by Ms. Aku Oyata for admission into the Teacher Education Program was approved as presented.

6. Ms. Karen Granger reported that the Teaching Fellows will continue the Bak Pak Pals program at Deep Branch School. Three students are enrolled in the internship this semester.
7. Ms. Granger reported that recruitment activities will take place at the following events: Pembroke Day, VSA Festival, the Transfer Orientation, and the Fall Open House. Recruitment materials and supplies are available through Ms. Granger's office. UNCP will receive approximately \$30,000 from GA to support recruitment activities.
8. Dr. Bryan Winters made the report from the Office of University-School Partnerships.
 - a. The early field registration process and placements have gone very well this semester. All placements are confirmed with the exception of two school districts.
 - b. Dr. Winters reminded the TEC to refer to his recent email regarding details for the Field Experience Verification Form and the Dispositions Surveys/Questions for select courses. He reviewed copies of the form, survey questions, and courses which will distribute the survey courses during fall 2014.
 - c. The Fall 2015 Internship meetings are scheduled for Wednesday, October 22 at 10:00 a.m. in room 223 and Thursday, October 23 at 4:00 p.m. in room 222, SOE.
 - d. The Praxis II Preparation Workshops are scheduled for Saturday, October 25, 8:30 a.m. – 1:00 p.m. in room 222, SOE. Participation is free and open to any student or teacher in the region.
 - e. The Poverty and Exceptional Children intern seminars are scheduled for Tuesday, October 14 at COMtech.
 - f. The Regional TOY seminar is scheduled for Wednesday, November 5, at 9:00 a.m. in room 223, SOE. Dr. Winters encouraged the TEC members to attend this session to hear Ms. Everlyn Davis, Region 4 TOY, speak to the interns. Ms. Davis is in her 59th year of teaching.
 - g. The Fall Teacher Education Fair is scheduled for Wednesday, November 5 at 10:00 a.m. in the UC Annex.
 - h. The Early Release Date and processes were reviewed.
9. Dr. Roger Ladd reminded the TEC members that the onsite NCATE visit is tentatively planned for November 8-10, 2015. We are waiting for final

confirmation from the NCATE staff. The Institutional Report (IR) due date is early March, 2015. Dr. Ladd reminded the TEP coordinators, directors, and staff that everyone will need to be readily available to provide information for the IR now through summer 2015. Currently, UNCP is accredited by NCATE; however, we will begin working toward the new CAEP standards in January 2016.

10. Ms. Mary Klinikowski made the Assessment Report. She told the TEC members to refer to the TEC Blackboard site for information and examples of rubrics from the Fall 2014 CAEP Conference. She explained that she would be working with program coordinators and directors on rubric and new ePortfolio development. Some members of the Evaluation Oversight Committee will meet on October 14 and October 15 to complete work on rubrics. Ms. Klinikowski also presented the new procedures for the TEP admission interviews.

Ms. Klinikowski gave the following due date reminders:

1. Mid-point evaluations for undergraduate interns due: Friday, Oct. 10
 2. Mid-point is a 3-way conference, one collaborative rating is agreed on, and University Supervisor enters rating in Taskstream. Hard copies of midpoint form are found at TEC Blackboard webpage under “forms”.
 3. Students should be teaching or about to teach their TCWS unit by midterm to ensure sufficient time for completion.
 4. TCWS should be completed by 10/26 for MAT students and 11/21 for undergraduate students.
 5. Early release date for interns to take a full-time teaching position is Friday, November 21. IN ORDER FOR AN INTERN TO BE GIVEN EARLY RELEASE, EVERYTHING MUST BE TURNED IN AND COMPLETED IN TASKSTREAM AND UNIVERSITY-SCHOOL PARTNERSHIPS NO LATER THAN FRIDAY, NOVEMBER 14. See Dr. Winters for more information.
11. Ms. Kelly Ficklin, Chair, Hearing Appeals Board reported that three student appeals were approved.
 12. Dr. Lisa Mitchell reported that based on the survey results collected during the Major’s Meetings, students indicated preference for email as the mechanism to get TEP information. She requested information from every program for the TEP Blog and is available to assist program coordinators and directors with setting up a program blog.
 13. Dr. Zoe Locklear made the following reports for the Office of Teacher Education/Dean’s Office:

- a. Ms. Mary Klinikowski has been named as the Interim Graduate Program Director. Dr. Raymond Lee was thanked for his years of service as the program director.
- b. Graduate Middle Grades Program Update – Dr. Scott Billingsley will make this report in November.
- c. The revised (dated 10-6-14) “Admission to the UNCP Teacher Education Program Chart” was reviewed.
- d. The procedures for the TEP Admission Interview were reviewed earlier in the meeting under the Assessment Report.
- e. The revised “Application for UG Admission to the TEP” will be distributed via email.
- f. The revised “Application for Lateral Entry/Licensure Only Admission to the TEP” will be distributed via email.
- g. The list of limited progression courses (dated 10-6-14) was reviewed.
- h. The “Praxis Core Tests Information Sheet” (revised 10-6-14) was reviewed.
- i. The TEC Subcommittee descriptions were reviewed. Dr. Locklear would like to add subcommittees on Recruitment/Retention and Diversity.
- j. Due to a conflict with The Last Lecture event, the April 2015 TEC meeting date was changed from April 8 to April 1, 2015.
- k. Dr. Karen Stanley and Dr. Betty Brown reported that 118 students attended the two Major’s Meetings as well as a number of faculty members.
- l. Dr. Stanley reported that teaching materials are being added to the Curriculum Lab. New librarian, Claire Clemens, has been instrumental with securing these materials.

14. The following announcements were made:

- Vision, Strength, and Arts Festival: Tuesday, October 14, 9:00 a.m. – 1:00 p.m., UNCP Bell Tower Quad
- Grant Writing Workshop: Tuesday, October 21, 11:00 a.m. – noon, SOE - room 223
- Edmentum (Plato) Workshop: Thursday, October 23, 10:00 a.m. – 4:00 p.m. (delivered in 2-hour sessions), SOE - room TBD
- 5th Annual Collaborative Conference for Student Achievement: March 30-April 1, 2015, Greensboro

15. No additional handouts were distributed.

16. The meeting was adjourned at 5:00 p.m.

Next meeting: Wednesday, November 12, 3:00 p.m., Jones Athletic Building, room 1106

Respectfully submitted,
Courtney Brayboy

Teacher Education Committee Meeting



Minutes
November 12, 2014
3:00 p.m., room 1106, Jones Athletic Building

“Preparing professional educators who are committed, collaborative, and competent.”

TEC Members Present: M. Ash, S. Averette, S. Billingsley, B. Brown, A. Bryant, D. Davis, R. Dillard-Bullard, P. Faulk, D. Feikema, K. Ficklin, R. Hagevik, A. Horton-Lopez, E. Jeon, M. Klinikowski, R. Ladd, C. Lara, T. Lightfoot, Z. Locklear, L. Mabe, A. McDonald, J. Rivera, D. Scruton, K. Sellers, S. Simmons, K. Stanley, J. Warren

Staff: L. Mitchell, A. Opata, B. Winters

Guest: V. Ford

17. The meeting was called to order at 3:02 p.m.
18. The minutes of the October 8, 2014 meeting were approved as presented.
- 19. Good News** – The Special Education Program faculty will hold an interest meeting for a student chapter of the Council for Exceptional Children (CEC) on November 24. Several TEP faculty members have received funded grant awards including Dr. Gretchen Robinson and Dr. Mabel Rivera.

20. Curriculum proposals:

a. **Education courses – Dr. Betty Brown**

The proposal to delete a list of undergraduate Education courses from the catalog as presented during the meeting was approved.

b. **Undergraduate Reading concentration courses – Dr. Kim Sellers**

The proposal to delete the following undergraduate Reading concentration courses from the catalog was approved. These courses have been replaced by newly revised courses that are relevant to the revised Teacher Education Standards and IRA reading standards. These courses are not being taught at this time.

RDG 3000 – *Foundations of Reading and Language Development*

RDG 3100 – *Teaching with Children’s Literature*

RDG 3300 – *Reading Practicum*

c. **Graduate Reading courses – Dr. Kim Sellers**

The proposal to delete the following graduate Reading Education courses from the catalog was approved. These courses have been replaced by newly revised courses that are relevant to the revised Master’s Teacher Education Standards and IRA reading standards. Some of these courses have not been taught in several years.

RDG 5280 – *Developing and Guiding Reading Programs*
RDG 5340 – *Diagnosis and Correction of Reading Difficulties*
RDG 5390 – *Reading Clinic*
RDG 5400 – *Preparation and Selection of Materials for Teaching Reading*

21. Action Items:

- a. All of the students as presented for admission into the Teacher Education Program by Ms. Aku Opata, Licensure Officer were approved.
- b. Graduate Program Dispositions – Dr. Roger Ladd and Dr. Karen Stanley presented two options for a unit-wide dispositions assessment instrument to be used in the graduate programs. The instrument presented by Dr. Stanley currently being used by the Elementary Education Graduate Program was selected and approved.
- c. Dr. Zoe Locklear presented the item as to which additional program coordinators, if any, wanted to discontinue the use of In-Focus Plans of Study for their respective programs. This discussion was continued from the September meeting. A motion was made and approved to eliminate the In-Focus Plan of Study for Mathematics Education. As of the November TEC meeting, the In-Focus Plan of Study has now been eliminated for the following licensure programs: Birth-Kindergarten, Mathematics, Social Studies, and Special Education.

22. Teaching Fellows Report – Ms. Karen Granger

- a. Ms. Granger provided an update regarding the volunteer assistance that was provided to the VSA Festival and Fall Open House by faculty and students.
- b. A trip has been scheduled to take the Fellows to the Ron Clark Academy in Atlanta during January 2015.
- c. Ms. Granger is working on a plan to establish an “Education Ambassadors Organization” to provide all Education majors with the opportunity for service opportunities.

23. Teacher Recruitment and Retention (R&R) Activities Report – Ms. Granger

- a. Ms. Granger thanked everyone for their volunteer service to the VSA Festival.
- b. On November 4, 60 students who are members of the AVID Program at Overhills High School, spent the day on the UNCP campus. Ms. Granger facilitated a student panel of Education majors for the group.
- c. On November 7, Ms. Granger and Dr. Stanley made a presentation to students at Bladen Community College who have interest in transferring to UNCP as Education majors.
- d. Ms. Granger has worked with various SOE departments to organize plans for the Fall Open House, scheduled for Saturday, November 15.
- e. Dr. Zoe Locklear distributed a handout on “Campus Teacher Recruitment Plan Implementation Funds”. This document lists the amount of funding each Teacher Education Program received from General Administration (GA)

during the current academic year to assist the campuses with recruitment activities. Ms. Granger will provide oversight to this initiative.

- f. Dr. Locklear reported that she would like for the TEC to consider establishing a new “Recruitment and Retention” (R&R) Subcommittee to begin work during the Spring 2015 semester. Ms. Granger would provide leadership to this group.
- g. Dr. Locklear reported that plans are underway for the TEP to host a regional Recruitment and Retention Symposium in February. This event would be held in collaboration with the Region 4 school districts represented at the monthly PANC meetings and in collaboration with the other public and private IHEs in Region 4.
- h. Dr. Locklear reminded the program coordinators and directors to contact Ms. Loria Huggins in the SOE whenever they need supplies and materials to distribute at recruitment events.

24. Middle Grades Report - Dr. Scott Billingsley presented an update to the discussions that have occurred regarding the Middle Grades Program. No action items will be brought forward at this time, but meetings will continue into January to consider such action as the possibility of all 4 licensure areas agreeing to 3 common core courses that would follow agreed-upon syllabi regardless of instructor.

25. Report from the Office of University-School Partnerships – Dr. Bryan Winters

- a. Praxis II Preparation Workshops for regional teachers were held on Saturday, October 25. Forty-seven teachers participated.
- b. Ms. Everlene Davis, Region 4 Teacher of the Year (TOY) was the speaker for the internship seminar that was held on Wednesday, November 5. Ms. Davis has been teaching for more than 50 years. She provided an exciting and motivational presentation.
- c. The Fall Teacher Education Fair was held on Wednesday, November 5 with 21 school districts participating.
- d. Several confirmations have been received for the Spring 2015 internship placements.
- e. Two informational meetings have been held for the Fall 2015 interns. A total of 28 students attended these meetings.
- f. The Interviewing Tips seminar was cancelled. In its place, Dr. Winters met with the interns to review early release requests and policies. This session was well-attended and received by the interns. Based on this positive feedback, Dr. Winters plans to continue to offer an “early release” information meeting each semester with each group of interns.

26. Report - NCATE/Accreditation – Dr. Roger Ladd

- a. The on-site NCATE visit is tentatively scheduled for November 8-10, 2015. This will not involve a “huge” visit like the 2007 visit because it will not include a state program review. The Institutional Report (IR) is due in March. This version of the IR is both character and space-limited. There is a limit of

99 evidences that can be included. Following submission of the IR, an off-site review of this document and evidences will occur. UNCP will receive then feedback and have the opportunity to write an addendum during the summer months prior to the November visit.

- b. The NCATE standards require a list of program faculty, with qualifications, teaching all courses in all programs. Soon, Qualtrics surveys will be distributed to collect this information.
- c. The NCATE standards also require documentation of the race/ethnicity of all program faculty members. This information will be requested in the Qualtrics surveys.
- d. Another Qualtrics survey will be sent to each program coordinator and director asking for documentation as to how each program teaches/covers diversity instruction.
- e. Program coordinators and directors were reminded that no later than January, all program areas should have developed program handbooks, comprehensive handouts, or websites. Dr. Mitchell remains available to assist with webpages/websites.
- f. Dr. Locklear reminded the program coordinators and directors that her office has funds to assist with food & travel support for all advisory group meetings, such as those recently held by the MSA and School Counseling Programs.
- g. Dr. Ladd stated that the “year of record” includes: Spring 2014, Summer 2014, and Fall 2014.

27. Report - Director of Assessment – Ms. Mary Klinikowski

- b. Mary K. is making addition edits to the forms to be used with Dispositions Checkpoint #2.
- c. Once again, in June, UNCP will be required to submit an IHE Performance Report to DPI. This year’s report will be much shorter than the report from previous years. A Qualtrics survey with questions for each program area will soon be distributed – most likely during March. These questions focus on issues such as service to the public schools and student recruitment.
- d. Due date reminders:
 - 1. TCWS should be completed by 11/21 for undergraduate students.
 - 2. Early release date for interns to take a full-time teaching position is Friday, November 21. IN ORDER FOR AN INTERN TO BE GIVEN EARLY RELEASE, EVERYTHING MUST BE TURNED IN AND COMPLETED IN TASKSTREAM AND UNIVERSITY-SCHOOL PARTNERSHIPS NO LATER THAN FRIDAY, NOVEMBER 14. See Dr. Winters for more information.
 - 3. Complete all required forms in timely manner so that licensure applications can be processed as soon as possible.

28. Technology Report – Dr. Lisa Mitchell

- a. Dr. Mitchell continues to work with program coordinators and directors on their program websites. She is also making improvements to the SOE website.
- b. A Drupal work session is tentatively scheduled for one day in December. Dr. Mitchell will provide additional information about this at a later date.
- c. Currently, there are 71 followers to the TEP Blog. Dr. Mitchell is exploring additional ideas regarding the use of other social media, such as Facebook and Pinterest, for program promotion.
- d. Dr. Mitchell reported that James Lewis, DOIIt staff, is willing to offer monthly PD technology sessions designed for TEP faculty, staff, and students. Dr. Mitchell will work with James to implement this idea during the Spring 2015 semester.

29. Report - Office of Teacher Education/Dean's Office: Dr. Zoe Locklear

- m. Dr. Locklear reported that Dr. Rachel McBroom has accepted a new job with the NC Virtual School and will no longer work with the DPI Teacher Education Division.
- n. Dr. Locklear stated that a "Licensure Renewal Memo" had been distributed to those faculty members whose NC teaching license will expire June 30, 2015.
- o. A list of current licenses held by UNCP faculty is available in the Licensure Office and has been distributed to the TEC members and the SOE faculty.
- p. Program coordinators should update their program check sheets no later than January 31, 2015.
- q. Dr. Locklear is chairing a committee of the UNC Education Deans' Council with a primary focus on documenting how each campus will address the new Praxis II examination requirement for program completers. Once the committee completes its work, Dr. Locklear will share the findings with the TEC.
- r. A Subcommittee Sign-Up Sheet was distributed seeking volunteers for the various TEC subcommittees. A handout was also provided with current descriptions of the focus of each subcommittee.

30. Announcements:

- a. Reminder - New April TEC Meeting Date: April 1, 2015
- b. UNCP MSA Conference – January 28, 2015
- c. 5th Annual Collaborative Conference for Student Achievement: March 30-April 1, 2015, Greensboro

31. Information/Handouts: None

32. The meeting was adjourned at 5:00 p.m.

Respectively submitted,
Sherry Hunt

Next meeting: Wednesday, January 14, 2015, 3:00 p.m., Jones Building, room 1106

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Appendix H

Graduate Council Report

The Graduate Office is undertaking some analyses directed by UNC GA and do not have the results to report at this time.

The Research Symposium (formerly the Graduate Research Poster Session) and Open House will be held March 31 in the UC Annex from 5:30 until 7:00 pm. Directors from each program will be available to talk to potential students. Everyone is invited and refreshments will be served.

The School of Graduate Studies and Research will hold an Enrollment Fair and Visitation Day on March 21 from 11 until 2:00 in the University Center Lounge. Directors from each program will be available to talk to potential students. The Office of Financial Aid is participating to answer questions about aid and military benefits. Stations will be set up to allow for on-line applications to be made on-site. Everyone is invited and refreshments will be served.

Respectfully submitted,
Irene Aiken

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