Department of Special Services Meeting Minutes
January 13, 2009
10:00-11:30 - Center for the Sciences 108

Present: Melissa Castro (Administrative Assistant), Sue Elwood, David G. Leo (Chair), Frank Lucido, Karen McCaleb, Phillip McEndree, MaryAnn Zipprich

Absent: Stephen Rodríguez

1. Meeting agenda was distributed for conducting the meeting.

2. Minutes for the fall meeting, August 25, 2008, were distributed. MaryAnn Zipprich moved to accept the minutes as printed; Frank Lucido provided a second. The motion passed by consensus.

3. David Leo informed the faculty that Responsibilities of Full-Time Tenured and Tenure-Track Faculty Members can be found at Texas A&M University Corpus Christi - Rules and Procedures. Faculty were reminded to consult the website as needed.

4. Department of Special Services Faculty Responsibilities (August 25, 2008) were distributed and reviewed.

5. Faculty were reminded to consult the following for promotion and/or tenure: Texas A&M University Corpus Christi - Rules and Procedures and College of Education handbook. Faculty were also reminded that the College of Education handbook was no longer online. They were told to contact Alissa Inman for College of Education handbook attachment.

6. The Annual Development and Evaluation Plan annotation is due on April 1, 2009. Instructions were given to follow Procedures 3 & 4 of Annual Development and Evaluation Plan, College of Education handbook. In addition, faculty were told to follow the 5th ed. of the Publication manual of the American Psychological Association to document the scholarship section of respective annotated Annual Development and Evaluation Plan.

7. Spring syllabi are to be submitted to Melissa Castro on or before January 22, 2009. Follow College of Education syllabus format. Remember to include a supplemental bibliography in graduate course syllabi.
8. The schedule for Final Examinations and Study Week (5 class days before final examination period) and Reading Day (Wednesday, May 6th, the day before final exams begin) were brought to the attention of the faculty.

9. Faculty were instructed to send office hours in College of Education format to Melissa on or before January 22, 2009. At least 6 hours per week are required.

10. Faculty were instructed to check respective class rolls at Faculty Self Service.

11. Ordering of books for Bell Library was discussed.

12. Comprehensive exams should be given during the week of April 13-17, 2009.

13. David Leo distributed Detailed Assessment Reports (BSIS EC-4 Bilingual Generalist, BSIS EC-12 Special Education, MS Special Education, BS OCTD, MS OCTD, MS Educational Technology) for 2007-2008. He reminded the faculty that he has had ongoing “program assessment report” discussion with them before program information was entered in WEAVEonline. The 2007-2008 Detailed Assessment Reports were discussed as follows:

**BSIS EC-4 Bilingual Generalist**

David Leo and Frank Lucido are the two fulltime faculty for bilingual education course delivery. David Leo explained the findings for each student learning outcome (SLO 1: Passing rate of 89% was achieved; SLO 2: Passing rate of 81% was achieved; SLO 3: 100% of the students achieved at least 80 points on Student Teaching Final Grade Determination report). The faculty agreed that students had sufficient knowledge of Domain I competency of Bilingual Generalist EC-4 TExES Test 103 (SLO 1) and that students had sufficient speaking ability in Spanish as assessed by the Texas Oral Proficiency Test (SLO 2). The faculty also felt that the current approaches and course objectives have been effective in preparing bilingual education students for student teaching (SLO 3). Courses, however, will continue to be revised and/or updated as needed to ensure continued quality for the program.

David Leo discussed scholarship, service and teaching outcomes/objectives. The achievement target for each outcome/objective was met. Faculty will continue to make one or more scholarly and service contributions following Annual Development and Evaluation Plan criteria for the areas of scholarship and service. Faculty will continue to demonstrate effective teaching by attaining at least a rating of “good” in course evaluations.
Karen McCaleb and MaryAnn Zipprich are the two fulltime faculty for special education course delivery. David Leo explained the findings for each student learning outcome (SLO 1: Passing rate of 78% was achieved; SLO 2: Passing rate of 83% was achieved; SLO 3: Passing rate of 83% was achieved; SLO 4: 100% of the students achieved at least 80 points on Student Teaching Final Grade Determination report). The faculty agreed that students had sufficient knowledge of Domain I competency, Domain II competency and Domain IV competency of Special Education EC-12 TExES Test 161 (SLOs 1, 2 and 3). The faculty also felt that the current approaches and course objectives have been effective in preparing special education students for student teaching (SLO 3). Courses, however, will continue to be revised and/or updated as needed to ensure continued quality for the program.

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Karen McCaleb and MaryAnn Zipprich are the two fulltime faculty for special education course delivery. David Leo explained the findings for each student learning outcome (SLO 1: Passing rate of 86% was achieved; SLO 2: Passing rate of 86% was achieved; SLO 3: Passing rate of 71% was achieved; SLO 4: Passing rate of 86% was achieved). The faculty agreed that students had sufficient knowledge of Domain I competency, Domain II competency and Domain IV competency of Special Education EC-12 TExES Test 161 (SLOs 1, 2, 3 and 4). Courses, however, will continue to be revised and/or updated as needed to ensure continued quality for the program.

David Leo discussed scholarship, service and teaching outcomes/objectives. The achievement target for each outcome/objective was met. Faculty will continue to make one or more scholarly and service contributions following Annual Development and Evaluation Plan criteria for the areas of scholarship and service. Faculty will continue to demonstrate effective teaching by attaining at least a rating of “good” in course evaluations.
Phillip McEndree is the fulltime faculty for occupational training and development course delivery. David Leo explained the findings for each student learning outcome (SLO 1: 91% of the graduates performed at “acceptable” or better in course work demonstrating personal characteristics of the successful occupational instructor; SLO 2: 91% of the graduates performed at “acceptable” or better in course work demonstrating professional qualities of the successful occupational instructor; SLO 3: 91% of the graduates performed at “acceptable” or better in course work demonstrating instructional strategies to enhance student achievement and growth in the occupational environment). The achievement target for each SLO was set at 100%. The achievement target for each SLO was partially met. Thus, the following related action plan (increased faculty monitoring) was established for OCTD 4698 for fall 2008 and spring 2009:

Faculty (Phillip McEndree, Sandra Cervantes/adjunct) will more closely monitor (e.g., faculty/student meetings, reading and reviewing students’ ongoing course work, etc.) students’ course work to meet achievement target of 100% performing “acceptable” or better in course work (1) demonstrating personal characteristics of the successful occupational instructor, (2) demonstrating professional qualities of the successful occupational instructor and (3) demonstrating instructional strategies to enhance student achievement and growth in the occupational environment.

In spite of SLOs 1, 2 and 3 findings, faculty agreed that the current approaches and course objectives have been, overall, effective. Courses, however, will continue to be revised and/or updated as needed to ensure continued quality for the program.

David Leo discussed scholarship, service and teaching outcomes/objectives. The achievement target for each outcome/objective was met. Faculty will continue to make one or more scholarly and service contributions following Annual Development and Evaluation Plan criteria for the areas of scholarship and service. Faculty will continue to demonstrate effective teaching by attaining at least a rating of “good” in course evaluations.

David Leo explained the 1-page Detailed Assessment Report to Phillip McEndree. The MS in OCTD is being phased out and will not be assessed for 2007-2008.
Sue Elwood and *Stephen Rodríguez are the two fulltime faculty for educational technology course delivery. David Leo explained the findings for each student learning outcome (SLO 1: 100% of the graduates performed at “acceptable” or better in all categories of post-ETEC Practicum evaluation questionnaire; SLO 2: 94% of the graduates scored at least 80 points on Strategies for Technology Integration final project; SLO 3: 100% of the graduates passed the comprehensive exam for educational technology). Achievement targets for SLOs 1 and 3 were met. The achievement target, which was set at 100%, for SLO 2 was partially met. Therefore, the following related action plan (increased faculty monitoring) was established for Strategies for Technology Integration’s final project for fall 2008:

Faculty (Sue Elwood) will more closely monitor (e.g., faculty/student meetings, reading drafts of students’ work before final submission, etc.) students’ completion of final project to meet achievement target of 100% scoring at least 80 points on Strategies for Integration final project.

In spite of SLO 2 findings, faculty agreed that the current approaches and course objectives have been, overall, effective. Courses, however, will continue to be revised and/or updated as needed to ensure continued quality for the program.

David Leo discussed scholarship, service and teaching outcomes/objectives. The achievement target for each outcome/objective was met. Faculty will continue to make one or more scholarly and service contributions following Annual Development and Evaluation Plan criteria for the areas of scholarship and service. Faculty will continue to demonstrate effective teaching by attaining at least a rating of “good” in course evaluations.

14. To address 2006-2007 and 2007-2008 Detailed Assessment Reports – Readiness Audit, faculty were instructed to prepare and organize degree area SLOs findings so that physical and/or digital documentation were readily available. The persons responsible for SLO findings documentation were identified as follows:

**BSIS EC-4 Bilingual Generalist**
- SLO findings 1-3 (D. Leo’s office)
- Outcome/Objective findings 4-6 (D. Leo’s office)

**BSIS EC-12 Special Education**
- SLO findings 1-4 (D. Leo’s office)
- Outcome/Objective findings 5-7 (D. Leo’s office)

**MS Special Education**
- SLO findings 1-4 (D. Leo’s office)
- Outcome/Objective findings 5-7 (D. Leo’s office)
15. An update on MS Program Reviews (Special Education, Educational Technology) was provided.

16. Governor’s Directive – Units must look at ways to reduce non-salaried/benefits accounts by 5%. “Non-essential travel is limited and foreign travel must be approved by the chancellor”. Travel funds will be limited to conference presentations and not solely for professional development. The extra $500 incentive for faculty travel will not be approved as per the interim dean.

17. Notice from President Killebrew Regarding Computer Security Action Required “Information Security” meetings were held during the fall semester of 2008.

* Stephen Rodríguez was not present for the Department of Special Services meeting on January 13, 2009. However, David Leo met with him on January 14th and discussed the agenda, including the 2007-2008 Detailed Assessment Report for the MS in Educational Technology as explained above.