School of Learning and Teaching Meeting Minutes

Generate knowledge.
Inspire learners.
Transform education.

General Meeting
May 3, 2019, 1:00-2:00 pm, 204 Shibles Hall

Present: Jim Artesani, Elaine Bartley, Susan Bennett-Armistead, Rebecca Buchanan, Justin Dimmel, Sara Flanagan, Sarah Howorth, Jennifer Isherwood, Diane Jackson, Rich Kent, Casey Kelly, Vanessa Klein, Mary Mahoney-O’Neil, Craig Mason, Tammy Mills, Evan Mooney, Mia Morrison, Eric Pandiscio, Deborah Rooks-Ellis, Asli Sezen-Barrie, Bryan Silverman, Erin Straine, Lori Taylor, Vi Thai, Shihfen Tu, Jane Wellman-Little

➢ Call to Order – 1:03 pm
➢ Approval of the Minutes from March’s meeting – Approved
➢ Approval of the Agenda for today’s meeting – Approved

Announcements

1. Congratulations to Justin Dimmel for his Spencer Foundation grant.

1. Congratulations to Beth Hufnagel for receiving the Graduate Faculty Mentor award.

2. Congratulations to Sherry Brown for receiving the Provost’s Innovative and Creative Teaching award at the Student Symposium.

3. Tim Reagan will become our faculty colleague next year, and he had a new book coming out titled Linguistic Legitimacy and Social Justice.

4. The Literacy Ed program has changed their name to Literacy, Language, and Culture

News/Business

1. May 31 is the deadline for information entries in the Faculty/Staff Database. The School and Program reports can’t be completed without this information.

2. We do not need to elect a new Faculty Senator. Susan Bennett-Armistead will stay on the Senate for next year. Eric Pandiscio and Jim Artesani are on the Faculty Advisory Council. Shihfen will check into questions about the Council, by-law requirements, and elections.
3. Concur request/report, book money, etc. –
   - If you are traveling in May and June, please get your travel request in immediately and submit your travel expense report as soon as possible when you get back. If they are not processed in time for the end of this fiscal year, the funding may come out of next fiscal year’s travel funds.
   - Book funds/Professional Development funds – These funds can be used for travel and other work related items. Travel funds can ONLY be used for travel related items.
   - In Concur there is a “Help” link with instructions and training videos that answer many frequently asked questions.

4. Spring 2020 schedule (Gail Agrell) –
   - We need class schedules by the end of May.
   - The spring 2019 class schedule was sent out to Program Coordinators to help with generating the schedules for spring 2020.
   - Instructor Constraints will be going out in July. Keep in mind this is the only control you have to determine when your classes will be scheduled. If needed, they will override the constraints to schedule classes.
   - If you think a course might be needed but are not sure, it is better to put in the course and cancel later.
   - A “Special Topic” course designation is not intended to be used multiple times with the same course. The purpose of Special Topics is to try out a course. If it is determined it will be taught more than a couple of times, then a new course proposal should be submitted.

5. Workload Policy (Jim Artesani) – Jim, with Beth Hufnagel, Elizabeth Allan, and Dee Nichols have been working on a workload policy. Other Colleges have one and the Provost has said our College needs one as well. The committee has been working on drafts and will put them in a shared file for everyone to view and give feedback. Next fall, they will take everyone’s feedback and make revisions. From there, the committee will hold meetings to discuss any issues. Jim also gave an overview of a workload calculator and how it works.

6. Grad Student Research Forum (Asli Sezen-Barrie) - Thank you to the faculty who attended the forums. There is a bulletin board on the 3rd floor that showcases the forums. We intend to continue with the forum next year. If you have any suggestions on what would improve future sessions, please let Asli know.

7. Libra visit (Bryan Silverman) - Rebecca Sockabeson did not make her last visit, so it will be rescheduled for fall.

8. GA request/distribution – As soon as we have feedback from all the Schools, we will send out the final distribution of grad students. Jim Artesani is working on a policy on assigning GAs to faculty.

9. UMaineGOLD (Deborah Rooks-Ellis) – Special Ed has put their UMaineGOLD program on hold at this time until they receive answers to their questions. They will meet their requirements
for this semester, and then they will wait and see. The courses they have developed and submitted to the UMaineGOLD team will continue to go through the review process. CA&I is still waiting for the confirmation letter on the courses they have submitted.

10. Field Experience – Update on motion – The Dean is looking into this, and there will be a meeting with all involved.

11. DOE staff visit – Could not make it today.

12. School branding and website – To promote our School, please include the School’s name in our introductions when attending events. In addition, we need to think about what we would like on our website and how it should look. Our current website is geared for students. Maybe we should have a page about our school and faculty.

13. If we invite President Ferrini-Mundy and VPR Varahramyan to one of our meetings, what do we want to discuss or show them?

Adjourned 2:03 pm

Faculty Meeting
May 3, 2019, 2:00-2:30 pm, 204 Shibles Hall

EDT 616- New Directions for Educational Technology (Justin Dimmel) – Updated to include new technology and its history, as well as its effect on teaching. This is not a new course, but a revision. Approved to move forward to the College Curriculum Committee.

By-Laws for Committee (Eric Pandiscio) – This a multi-layer problem. The Undergraduate Program Committee is responsible for the Elementary and Secondary programs. There are no by-laws governing this committee on its memberships and voting privileges. The Undergrad Committee was originally comprised of everyone involved in the undergrad courses, and has changed to include representatives from different programs. With no by-laws, how do we select members and decide who votes? Motion to formally establish the Undergraduate Program Committee in the School By-Laws, and all regular faculty will have the voting right. Vote: Yes 14; Opposed 0; 1 Abstain. The motion passed.

Course Evaluation – There have been some issues with the percentage of returns. This needs to be determined soon for fall 2019.

Adjourned: 2:43 pm

Submitted by Gail Agrell