MINUTES
Departmental Meeting
February 3, 2014
3:00 pm
Navy Hall 107

Present: J. Bentley-Sassaman (via polycom), R. Drogan, T. Knoster, J. Krause, Y. Pang,

Excused: M. Karpinski, B. Lylko, D. Perner, B. Wert

Interpreters: B. Kovach, S. Glowaski

Recorder: C. Andrezze

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Approval of Minutes
Minutes from December 2, 2013 Department Meeting were approved.
(Motion – T. Knoster / 2nd – D. Stryker).

Program Updates
- Deaf/HH (D. Stryker): DEAFHH 099 was approved with changes at Gen Ed Council (clarification of what
  the 30 hours will be and how it values the student). Two additional curricular proposals have passed
  BUCC and two will move forward to Grad Council this month (dually listed).
- ASL/Eng Interp (J. Bentley-Sassaman): Several curricular proposals (hybrid courses) were submitted to
  departmental curriculum committee today.
- Spec Ed (P. Tucker): Approved coursework to fulfill Focus Areas have been defined. Details of SPECED
  099 are being clarified and will be shared with DHH & ASL/Eng Interp faculty.

Search Updates
- ASL/Eng Interp: Will hire an ASL Tutor for Interpreting majors. Waiting for position description from
  HR, then the position will be posted. Also waiting on Instructor complements for next year.
- Deaf/HH & Spec Ed: Complements for ten temporary positions for Summer have been received. Still
  waiting on Fall complements.

Departmental Committee Updates
- Evaluation (M. Walsh): Materials from adjunct faculty are due 2/28. Reports are due to the Dean 4/1.
  Committee will meet 3/24 to finalize all reports.
- Search & Screen (P. Tucker): Potential need for full searches – 1 D/HH ... 3 ASL plus 2 Frederick
  Douglass.
- Curriculum (W. Zilz): Special Ed Honors course is going to COE. Committee has received ASL/English
  Interp proposals.
- Social Committee report Tabled.
MTSS (T. Knoster)
After some discussion faculty approved the establishment of a departmental MTSS committee to address student issues (J. Krause motion / W. Zilz 2nd). Drs. Walsh, Drogan and Knoster currently represent Special Ed on the COE committee and will sit on the departmental committee. Let T. Knoster know who from D/HH and ASL/Eng Interp would like to be included on this committee. Temps are eligible to serve.

New Lesson Plan and Unit Plan Rubrics and Exemplars
A. Pang clarified that the Lesson Plan Rubrics and Exemplars are in place for this semester; however, the Unit Plan Rubrics and Exemplars are not. It was noted by M. Walsh that we must ensure adjunct faculty receive this information. A. Pang will follow up.

Communication via Email
Faculty were reminded to exercise caution in email communications with students, as emails are legal documentation.

COE Meeting
Mandatory College-wide meeting will be held February 17 in KUB 345B. Faculty were reminded to respond to this morning’s email from Dean Mauch via the survey link.

Removal of VHS Players in Navy Hall
It was discovered that all of the VHS Players were removed from the IMP Stations in Navy Hall sometime over Break. P. Tucker inquired with Dave Celli (Tech Support Services Manager). The VHS players will be returned for this semester; however, it is the goal of Tech Support to have them all permanently removed by the end of this semester. Tech Support students will convert VHS tapes to DVDs. Some questioned if this would be a copyright violation. P. Tucker will bring this up at COE Chairs’ meeting.

Meeting adjourned 3:50 p.m.
(B. Wilson - Motion / D. Stryker - 2nd)

Philip J. Tucker, Chairperson

Date 3/24/2014