



NOTRE DAME
OF MARYLAND
UNIVERSITY

Associate Faculty Retreat

August 21, 2023

5:30 pm

Agenda

Zoom meeting link

<https://ndmu.zoom.us/j/97115356475?pwd=eWc2Ym9vK05aOWplRndLUUU4VVNsZz09>

Welcome and overview of the meeting (Dr. Kathryn Doherty, Dean, Dr. Juliann Dupuis, Associate Dean, Dr. Lisa Pallett, Assistant Dean)

- Icebreaker

Welcome to our “new” administrative assistant Natalie White
nwhite@ndm.edu

Policies and Procedures (Juliann and Kathy)

- Contracts (dates, contacts, etc.)
- Communication with students (at least 24hr acknowledgement)
- Syllabus template (send course syllabus every semester to program chair 2 weeks prior to course start date)
- Self-Service
 - o Roster Verification
 - o Final grades

- Course coding
 - Grants sections: 94 Leads PGCPS (undergrad section supported by Leah Guidry), 95 Elevates- Apprenticeship, 96 Rebuilds-Early Childhood, FOTEC-SMCPS (meet 2x virtually)
- Book orders
- Chalk and wire assignments/exemptions(Madelyn Ball mball@ndm.edu)
- Netiquette guide
- AI statement
- Brightspace cross-listed courses and issues associated with this
 - Make sure course is open two weeks ahead of time with at least the syllabus posted.
- Questions with specific courses/Program Coordinators
- Progress monitoring

Updates from Advising (Donna Schissler)New role

- Who do I contact?

Name of Advisor	Programs they Advise
Donna Schissler dschissler@ndm.edu	All PMC, PBC; all PDI's +PDI – new program with BCPS – central phone line; central email line
Caroline Mahle Cmahle@ndm.edu	Harbour; Forbush; ARTC; PG RTC; St. John's; ADW advance cohorts + one KD just assigned
James Mayo jmayo@ndm.edu	All LEADS; KKI; ADW initial certification cohorts; BCPSS; MCPS
Marcia Simpson msimpson@ndm.edu	All ACT, MAT, MATESOL & GEI except ADW Cohorts – including Southern MD students
Sr. Grace Okon goken@ndm.edu	REBUILDS Grant
Molly King mking@ndm.edu	ELEVATES GRANT Director of Clinical Field Experiences
Lisa Pallett lpallett@ndm.edu	CASE & PhD
Jean Marie Hofstetter jhofstetter@ndm.edu	All Undergrads
Renee Gongaware-simons rgongawaresimons@ndm.edu	LDT students; transcript analysis for ACT, MAT, MATESOL

Welcome from Department Chairs

- Dr. Angelo Letizia, Initial Certification Programs Department Chair
 - Participants in each department
 - Associate faculty evaluation process
- Dr. Katherine Beauchat, Advanced Certification Programs Department Chair

SOE Website (Ryan Schaaf) <https://sites.google.com/view/ndmusoe/home>

Brightspace (Ryan Schaaf)

- Course website requirements
- LMS changes
- Cross-listed courses

EdTPA overview- updated lesson plan template (Dr. Lisa Pallett)

- What is it and why is it so important?
- Supporting students

PhD Program Updates (Dr. Lisa Pallett)

Wrap Up and Final Questions/Concerns