**TEACHER EDUCATION DIVISION of CEC**

**Board Report: November, 2017**

**FOCUS: Advocacy and Membership**

**FALL REPORT of: \_\_\_Early Career Faculty SIG – Chair/Co-Chair\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*This board report must be submitted with Meeting Agenda and Meeting Minutes.**

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| Name: Sarah Nagro, Jennifer Walker | | Date Submitted: 11/24/17 |
| Position: Chair, Co-Chair | | |
| Term: two years | | |
| Committee/Caucus/SIG Members: The Early Career Faculty SIG is an ever-changing special interest group. Our purpose is to help those transitioning from their doctoral studies into Early Career positions and until tenure is attained. We currently have 283 members in our Facebook Group (up 40 from last year). | | |
| Committee/Caucus/SIG Members in Attendance: 45 | | |
| Current Office/Committee/Caucus/SIG Measurable Goals:  (List goals here.)  1. Provide support and encouragement to all members within the SIG through social media platforms as well as share the good works of the SIG with the TED community  2. Offer professional development, scholarship, and service opportunities to members through social media, small work groups, and at annual conferences  3. Collaborate with other SIGs or Caucasus within TED to promote networking and collaboration for our members | | |
| Accomplishments:  (Provide a list of activities and accomplishments here.)  1. Expert Tips and Tricks Series (completed)  2. Monthly writing challenges (four completed, “100 hours of writing” challenge upcoming)  3. Meet and Greet Social Gathering at Joe’s Crab Shack facilitated by (Hosted by Kathy Boothe and attended by 36 members)  4. Facilitated a successful panel with standing room only - “Early Career Publishing: Perspectives from Four Journal Editors” – questions were pulled from polling members on the Facebook page  5. PD Initiative: Began collaborating with the TED presidential line (past-Wendy, current-Marcie, and future-Dee) to brainstorm ideas for mentoring early career folks transitioning to mid-career as well as helping early career folks navigate the higher education culture  -spotlight session on Tenure and Promotion titled “Putting together the Early Career Puzzle: Strategies for Navigating in Higher Education” by Dee and David Bateman came from this work  -ECFS 2.0  6. Scholarship Initiative: Rolled out call for member research or teaching videos presentations to be shared on our TED webpage. Presenters will then be asked to share a summary of their video presentation at CEC, 2018 as an invited speaker to the Early Career Business Meeting  7. Service Initiative: Various journal editors shared advice and reviewers opportunities to members in spotlight sessions and during the Early Career Business Meeting. | | |
| Action Items:  (Provide a list of action items here. Include timeline/deadlines of initiatives and who is responsible.)  1. Submit IRB approval to be able to publish the findings of our content analyses by January 30th, 2018  2. Begin a new writing challenge through the Facebook Writing Group titled, “100 hours of Writing” (facilitated by our members) in March, 2018  3. Start using the email list in addition to Facebook Pages for all action items and big announcements on an ongoing basis.  4. Follow-up with Wendy & Marcie about creating a webinar (asynchronous) specifically targeting our end of early career folks. Many expressed the need for advice on choosing external reviewers and suggestion for going up for tenure and promotion. This timeline will depend on their schedules, but before TED would be ideal.  5. Put out a call (deadline is January 1st) and create guidelines for our new “Research and Innovative Teaching Showcase” initiative to be put into place before CEC, 2018.  6. Post Research and Innovative Teaching Showcase videos to the Early Career Faculty SIG website in the spring of 2018 (pending website update).  6. Solicit ideas for an Early Career Faculty SIG t-shirt in January 2018 and create a way for members to purchase shirts in February 2018. | | |
| Outcomes:  (List outcomes here.)  1. Maintaining our TED panel (scholarship)  2. Maintaining our TED spotlight (faculty life)  3. Webinar on preparing for tenure and promotion (faculty life)  4. Running list of service opportunities (service)  5. Creating a new invited speaker portion of the business meeting (scholarship)  6. Continue engaging members in group discussion around teaching through social media (teaching)  7. Continue engaging members in writing challenges through social media (scholarship) | | |
| **Challenges / Needs:**   1. Continued Board Support 2. Continuing to capture the processes that we have in place for this SIG so the good works of past chairs does not get lost. Currently, we have “traditions” not have a framework. Members want to be sure there is follow-through on initiatives and a level of consistency within the SIG and this can pose challenges when transitioning between leadership. 3. Members have also expressed a desire to formalize SIG operations such as the election process. Moving forward we will be looking for a way make the nomination and election process more systematic and inclusive for all members. | | |
| **Action Items or New Initiative to be brought to the Board:** | | |
| As appropriate, please match the above committee or position accomplishments to the Strategic Themes and Strategic Initiatives of the TED 2015-2019 Strategic Plan listed in the left column below. This allows us to see how our committees/caucuses/SIGs are furthering TED's Strategic Plan. | | |
| **Strategic Plan Scorecard** | | |
| **Strategic Themes of TED Strategic Plan** | **Accomplishments Related to**  **Strategic Plan Themes and Initiatives (include objective/quantitative data)** | |
| **Professional Development:** We foster teaching, research, evaluation and leadership skills of teacher educators through professional development. | Our initiative has been to provide targeted opportunities specific to our members needs on a rolling basis. These PD activities include but not limited to the tips and tricks series, the technology workshop, the panel and spotlight speakers organized, the webinars for our members, etc. At TED, we hosted two spotlight sessions attended by over 70 people. | |
| **Advocacy:** We advocate for special education teacher-education policy, research, and practice that focuses on improving outcomes for individuals with exceptionalities. | We will be posting service opportunities including ways to engage in acts of advocacy by working with Jane West to keep early career faculty members informed of calls for letter, comments, etc. to congress. Jackie Rodriquez, posts regular updates on our Facebook page in regards to action alerts as the Member at Large related to advocacy. | |
| **Research:** We promote and disseminate research-based practices related to special education teacher education. | Our objective is to promote scholarly activities for those who want them through our second Facebook group devoted to scholarly writing. This group engages in monthly writing challenges, virtual writing workshops, and is currently completing a content analysis of both the Facebook groups for potential publication. The monthly writing challenges, allows members to set goals to make progress on research projects they are currently working on. The virtual writing workshops were used as a day of writing where participants set goals and they had a set amount of time to reach those goals. Finally, the well-attended panel at TED 2017 of experts within our field who discussed the ins and outs of writing and publishing will be replicated at TED 2018 per our members’ request | |
| **Collaboration:** We advance collaborative practices that positively impact the outcomes for individuals with exceptionalities through teacher education. | Our goal is to get early career folks to collaborate with one another as we learn to network. Therefore, we host a welcome to the conference social gathering at the start of every TED and CEC conference. This year approximately fifty members expressed interest in an informal social, resulting in almost forty attendees.  Another objective is to share the wisdom of senior faculty within TED with our Early Career folks. Therefore, we seek out new opportunities such as the spotlight session, tips and tricks series, webinar, panels, etc. that will offer seasoned advice and suggestions to our members. | |
| **Strategic Initiatives of TED Strategic Plan** |  | |
| **Membership:** We recruit, engage, and retain membership in TED. | The ECFS continues to partner and collaborate with Kaleidoscope and other committees and SIGs within TED to increase our membership. Our SIG’s Facebook is well maintained and is updated as necessary. Our Facebook page provides our members with a way to collaborate and offers supports that would keep our members engaged in the SIG, as well as in TED. In six months in 2017, we had 40+ new members join the Facebook page. As part of our recruitment we will also be soliciting member ideas to create an Early Career Faculty SIG t-shirt to advertise and support the organization. | |
| **Diversity:** We work toward increasing diversity representation in membership and leadership. | We reinforce an inclusive community by celebrating each of our member’s accomplishments and by providing a platform for individuals to seek peer advice on topics of diversity, sensitivity, and inclusivity. | |
| **Responsive Organizational Structure:** We maintain a responsive organizational structure while striving to create unity within the organization. | Our SIG’s organizational structure allows for rotating leadership. Each year a co-chair is elected and commits to two years of service within the SIG. This person will serve one year as co-chair to learn about the SIG from the Chair of the SIG. After one year, the co-chair will then move into the Chair position and a new co-chair is elected. This organizational structure has allowed the SIG’s mission and goals to continue with no break in leadership.  We are working to formalize and document the organization structure of this SIG. We have many “traditions” that are passed down between chairs and we want to document these practices so that the expectations and responsibilities of a chair are clear. We are doing this by creating responsibility lists for the chair and co-chair as well as developing timelines of events. This will also help to maintain the progress from past leadership and provide venues for organized expansion as this SIG continues to grow and take on new initiatives. | |
| **Financial Stability:** We maintain financial stability within the TED organization. | We have not asked for funding in the past. There is no membership fee associated with this SIG. We recognize this is very appealing for our members, but many members do ask about how they can formalize their membership within the SIG. Additionally, we have started to discuss necessary steps for moving this SIG forward in a more systematic manner. The responsibilities of the chair and co-chair expand well beyond requirements during the two conferences. This is absolutely a weekly time commitment and one that cannot be neglected since early career members are a critical portion of the larger TED membership. Therefore, we do think funding for the leadership of the EC SIG should be discussed similar to the funding provided to Kaleidoscope leadership. This is particularly true, if we continue to require the co-chair and chair to attend both board and business meetings twice a year despite the fact that they may not have travel money through their universities. | |