**TEACHER EDUCATION DIVISION of CEC**

**Board Report: November 2018**

**FOCUS: Advocacy and Organizational Structure**

**FALL REPORT of: \_\_\_Early Career Faculty SIG \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

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| Name: Jennifer Walker, Kyena Cornelius | | Date Submitted: November 20, 2018 |
| 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 294 members listed through Facebook pages, and business meeting sign in sheets. | | |
| Committee/Caucus/SIG Members in Attendance:33 | | |
| 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 and the TED website, as well as share the good works of the SIG with the TED community. This will include at least two PD Sessions at CEC in 2019 and three writing challenges throughout 2019.  2. Offer professional development, scholarship, and service opportunities to members through social media, small work groups, and at annual conferences to include Showcases at CEC and two Spotlight Sessions at the TED conference.  3. Collaborate with the Professional Development Committee of TED to provide professional development for our members via Zoom platform. This will include two PD sessions in the Spring semester and at least one in the Fall | | |
| Accomplishments:  (Provide a list of activities and accomplishments here.)   1. Coordinated with the Membership Committee about the ECFS Facebook Page and brainstormed ways to check membership and encourage joining TED and attending TED Conferences (completed) 2. Designed and ordered T-shirts for the members (completed) 3. Continued collaborating with the TED board members (Cathy Thomas, PD Committee, Andrew Hashey, membership) to brainstorm ideas for mentoring early career folks transitioning to mid-career to keep members engaged with TED groups and members. 4. Hosted 2 spotlight sessions at the TED Conference, “Putting together the Early Career Puzzle: Strategies for Navigating in Higher Education” and “Early Career Publishing: Perspectives from Four Journal Editors” 5. Meet and Greet Social Gathering (TED, 2018 conference) 6. Created a live document where members can share research, teaching, or service interests and needs (on-going) 7. Continued working on a content analysis of two social media pages where members interact to learn about our members, their interests, their needs, and to understand the activities of the group in a systematic way 8. Created a document where members can compile teaching resources, textbooks, and links (on-going) 9. Moved to a pre-conference co-chair nomination system for TED, 2018 (completed). | | |
| Action Items:  (Provide a list of action items here. Include timeline/deadlines of initiatives and who is responsible.)   1. Survey members for additional ideas for TED ECFS Spotlight Sessions for CEC to be completed by Jan 10th, in order to prepare for CEC Business meeting in Indianapolis 2. Collaborate with the Professional Development Committee to create webinars for our members to be delivered via Zoom in January and March, 2019. 3. Create links to the Research and Innovative Teaching videos, PD webinars, and Research/ Teaching/ Service document on the TED website. 4. Follow-up with the board about the development of transitioning to a mid-career group 5. Continue finalizing processes and responsibilities for chairs to co-chairs in one document. This will allow for consistency through transitions. | | |
| Outcomes:  (List outcomes here.)  1. Creating and submit the ECFS Spotlight (scholarship)  2. Running list of research, teaching, and service opportunities (scholarship, service, teaching)  3. Running list of resources, textbooks, and websites for teaching (teaching)  4. Updated membership requirements for ECFS Facebook page (membership)  5. Continue engaging members in group discussion around teaching through social media and the TED website (teaching)  6. Continue engaging members in writing challenges through social media and the TED website (scholarship) | | |
| **Challenges / Needs:**   1. Continued Board Support 2. Attracting members to serve as Co-chair, and Chair. While we have an active membership, and several members have expressed interest, getting volunteers to nominate themselves or others is constrained by the economic commitment to serving. Many of our members have limited travel funds and cannot support attending two national conferences per year. Although we appreciate the board’s support by reimbursing the Chair’s conference registration fee for TED, we find members express challenges with commiting to attend three conferences (CEC and TED as co-chair, CEC as Chair) without financial support. 3. Members who are moving out of the ECFS and pre-tenure phase are looking for additional support. While some of these members are still considered “early career,” the needs are beginning to extend to grant writing and management, promotion and tenure, and more complex topics of interest. While this SIG is attempting to meet a range of needs, members who are in the later stages of this SIG are looking for additional outlets and engagement. | | |
| **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 on-going initiative is to provide targeted opportunities on a rolling basis geared to the needs of our members. These professional development activities include but are not limited to the spotlight sessions at the TED conference, our Research and Innovative Teaching Showcase, writing challenges and tips, and webinars for our members, etc. | |
| **Advocacy:** We advocate for special education teacher-education policy, research, and practice that focuses on improving outcomes for individuals with exceptionalities. | We will continue sharing service opportunities including ways to engage in acts of advocacy through Jane West’s calls for letter, action, comments, etc. to congress. As CEC continues to change, we will update members of proposed action items and opportunities to respond. Additionally, Jackie Rodriquez, posts regular updates on our Facebook page in regards to action alerts as the Member at Large related to advocacy. In 2019 we will work with Jackie Rodriquez to recruit members to attend the Legislative Summit in July 2019. | |
| **Research:** We promote and disseminate research-based practices related to special education teacher education. | Our objective is to promote scholarly activities for members through research opportunities and scholarly writing. Recently a document was created and shared that outlines members’ research interest and current projects. We continue to utilize our Facebook writing group to host monthly writing challenges and virtual writing workshops. Through this group members are held to writing accountability, and offered encouragement. Through monthly writing challenges, members can set goals to make progress on current research projects. The virtual writing workshops were used as a day of writing where participants set goals and check in periodically with updates for accountability. The SIG would like to collaborate with other committees, such as PD and Research, to promote and disseminate additional resources through the TED website | |
| **Collaboration:** We advance collaborative practices that positively impact the outcomes for individuals with exceptionalities through teacher education. | Our goal is to get early career members 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 in Las Vegas, over 20 members of both Early Career and Kaleidoscope met for dinner and to network. This allowed many to discuss potential future collaboration opportunities. This event also allows new members or members traveling by themselves to a conference to feel connected.  Another objective is to share the wisdom of senior faculty within TED with our Early Career Faculty SIG members. 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. Naturally, we are also proud of our live document that allows members to share research ideas and projects to find potential collaborators. | |
| **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 but we need to work with membership to ensure that online members are TED members. 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 2018, we have 294 members on the closed Facebook page and 197 on the closed Facebook Writing page (although the pages list more members, 324 and 211 respectfully, these numbers include “advisor” members as well former ECFS members still involved with TED who share advice and suggestions to the group) | |
| **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 organizational structure of this SIG as well as chair and co-chair responsibilities. 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. 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 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. *Please refer to #2 in the Challenges/Needs section of this report.* | |