

# SPECIAL PROFESSIONAL INTEREST NETWORK

## LEADERSHIP HANDBOOK



National Association for  
Developmental Education

**September, 2016**

## Introduction

This handbook is designed to answer some of the most frequently asked questions by SPIN Chairs. All needed forms can be found on the NADE Web site ([www.nade.net](http://www.nade.net)) and can be downloaded.

### **Question 1     What are the policies and functions of SPINs?**

The function and purpose of SPIN groups are defined, in general, in the *NADE Policies and Procedures Handbook*, Section D.

The function of SPINs is to provide opportunities through conference meetings, networking, and correspondence for members to meet professionals with the same interests and to work together on problems and goals for the purpose of bridging the gap in students' learning. SPIN groups are also established to provide an opportunity for networking with colleagues in specific disciplines, improve retention of NADE membership by increasing the activity of SPIN members, develop a network with common SPIN groups of other professional organizations, and encourage conference presentations.

### **Question 2     What are my duties as a SPIN Chair and the duties of the Coordinator?**

The duties of the SPIN Chair are outlined in *NADE Policies and Procedures Handbook*:

- A. Maintains NADE membership.
- B. Produces a minimum of one newsletter each year. It is, however, requested that at least two electronic editions be produced, a fall and a spring edition.
- C. Sends one other type of correspondence in addition to the newsletter to SPIN members (for example, communication to encourage discussion of group goals to be ratified at the SPIN meeting during the annual conference and forwarded to the SPIN Coordinator before the conclusion of the conference).
- D. Provides a SPIN group membership list and distribute it to all SPIN members with privacy considerations. This document may be a duplication of the official list provided by the SPIN Coordinator or could be one created by the group with additional information about members.
- E. Requests feedback from the SPIN group regarding SPIN group activities.
- F. Prior to the annual conference, prepares a tentative list of goals for the SPIN for the next year. Share these tentative goals with the SPIN membership both before and during the SPIN meeting at the annual conference. In that meeting, facilitate the group's ratification of a final list of goals for the SPIN. Submit the list of ratified goals to the SPIN Coordinator before the end of the annual conference.
- G. Attends the annual conference and coordinate the SPIN group meeting held during a concurrent session time at the conference.

- H. Attends the SPIN Group Leadership Workshop (Leadership Congress) at the annual conference or designate a current member of the SPIN to attend the workshop.
- I. Ensures that the group's newsletter is sent to all members of that SPIN, the Coordinator, each member of the NADE Executive Board, and the editor of the *NADE Newsletter*. Encourage SPIN groups to send their newsletter to each chapter president and newsletter editor. (Newsletters should be electronic.)
- J. Submits specific forms to the SPIN Coordinator throughout the year: **Budget Allocation Application** (*PPH*, Appendix G), **Budget Reimbursement Application** (Appendix H), **May 1 SPIN Goals and Activity Report** (Appendix Q), and **November 1 SPIN Goals and Activity Report** (Appendix R).
- K. Submits a written report by **December 31** to the SPIN Coordinator listing the group activities during the preceding twelve months for inclusion in the NADE Annual Report.
- L. Maintains files of all SPIN group activities, newsletters, and other materials that will be given to the next SPIN group leader.
- M. Encourages group members to present on current topics in their group's interest for concurrent presentations and pre- and post-conference workshops.
- N. Submits a short paragraph or more on group activities to the editor of the *NADE Newsletter* at least once during the year.
- O. SPIN groups are encouraged to create a wiki, a website, or blog to provide information about the group and share information with others. If the homepage is created, it will be connected to the NADE homepage. The Web Administrator should be contacted to provide the link.
- P. The SPIN's Chairs are encouraged to develop additional opportunities for group member involvement. This may include creating a committee structure, asking for volunteers to staff SPIN positions, and collaborating with NADE committees on NADE activities.
- Q. SPIN Chairs who have served for several years are asked to assist new SPIN Chairs. The SPIN Coordinator will pair a group's new primary leader with a veteran leader for mentoring.

The duties of the **SPIN Coordinator** are outlined in *NADE Policies and Procedures Handbook*:

1. Maintains NADE membership.
2. Receives *SPIN Goals and Activity Report* from SPIN chairs by May 1 (Appendix Q) and November 1 (Appendix R) and the Annual Report by December 31.

3. Submits *SPIN Coordinator Report* (Appendices O and P and on the NADE website) and SPIN reports to NADE President-elect by May 15 and November 15 and an annual report by January 15.
4. Communicates frequently with SPIN chairs throughout the year and provides suggestions for improving services to members and to support the chairs.
5. Serves as liaison between the Executive Board and SPINs.
6. Notifies NADE President-elect of those SPIN chairs who have met the reporting requirement and, thus, are eligible to receive a conference fee waiver.
7. Works closely with the Executive Board and conference committee to ensure that leadership materials used at the annual Leadership Congress include SPIN-related materials and forms and that SPIN meetings and sponsored concurrent sessions are scheduled.
8. Collaborates with SPIN chairs, reviews SPIN budget requests submitted by April 15, and then sends them to the NADE Treasurer.
9. Writes at least one article per year for the *NADE Newsletter*; encourages SPIN chairs to contribute information about SPIN activity for the *NADE Newsletter*.
10. Maintains files of all SPIN group activities, newsletters, and other materials.
11. Provides a leadership workshop for SPIN chairs at the annual conference.
12. Monitors compliance with minimal activities required for continuance of the SPIN (If SPIN lacks minimal level of activity, the Coordinator will work with the SPIN chair to improve performance.)
13. Monitors the NADE website to be sure that SPIN information is current.
14. Distributes mailing labels and membership reports to chairs as requested.
15. Provides a smooth transition, including transfer of records, to the new SPIN Coordinator at the annual conference.
16. Serves as mentor to the new Coordinator for one year.
17. Performs other duties as requested by the President-elect or the Executive Board.

### **Question 3    To whom do I report?**

As a SPIN chair, you report first to the SPIN Coordinator and then to the President-elect of NADE. When you begin your leadership assignment, it is important that you make note of the contact information for these two people. Contact information is updated on the NADE website ([www.nade.net](http://www.nade.net)) in the *NADE Leadership Directory*.

Review and update your SPIN Chair information in the *NADE Leadership Directory* on a regular basis. To make changes to the *Leadership Directory*, you will use your SPIN's username and password, which will be given to you during the Leadership Congress by NADE's Secretary. You will go to the NADE homepage at [www.nade.net](http://www.nade.net), select "Update Contents"" under the "Leadership Directory" heading at the bottom of the page, enter your SPIN's case-sensitive username and password, and click the "Login" button. When you have successfully logged in, you will be given access to add, delete, and edit leadership information for your SPIN.

**Question 4 Will I be required to submit reports? If so, when are they due?**

The Executive Board requires several reports. SPIN Reports are due on May 1 and November 1. The Annual SPIN Report is due on December 31. Submit a written report to the SPIN Coordinator, which will be published in the NADE Annual Report and posted to the NADE Web site. The report should include goals and accomplishments of the prior 12 months (January 1–December 31) and suggestions for future action.

A detailed **Budget Allocation Application** must be submitted by **April 15** each year. Even if your SPIN needs no money to accomplish its goals, a **Budget Allocation Application** for \$0.00 must be submitted. Budgets should be developed in support of goals for the SPIN. Newsletters should be developed to distribute electronically to eliminate costs associated with paper, printing and postage expenses. NADE's fiscal year runs from July 1 through June 30 every year. Beginning **July 1** of the fiscal year, the amount of your submitted budget, approved by the Executive Board, may be accessed as a reimbursement upon submission of all documented expenses with original receipts to the NADE Treasurer. Use a **Budget Reimbursement Application** downloaded from the NADE website. All reimbursement requests must be received by **June 15** of the fiscal year for consideration. Note that NADE operates on a cash basis and no carry-over from previous budgets will occur. Please allow 6 to 8 weeks for your request to be processed. All forms may be accessed through the NADE website. Go to [www.nade.net](http://www.nade.net) ; at the bottom of the page, click on Leadership, SPINS. You may also go directly to <http://nade.net/SPINs.html>.

**Question 5 How do I find out: a) What goals were previously set? b) Who has signed up for the SPIN? c) Where a copy of the NADE goals can be found?**

There are a few ways that this can be accomplished:

- a) First refer to the letter of appointment that you will receive from the NADE President. In the letter, the President outlines the entire direction for NADE and more specifically, how your SPIN may consider contributing to that direction.
- b) Check the NADE Annual Report and the Strategic Plan on the NADE Web site at [www.nade.net](http://www.nade.net), and get the goals from there. Most of the goals remain constant, so if you cannot access the most recent set of goals, download a copy of the previous year's goals. It will be a good place to start.
- b) Contact the previous chair(s);
- c) Ask the President-elect or SPIN Coordinator for this contact information; or
- d) Contact the SPIN Coordinator, and ask for help getting a copy of the previous goals.

- e) Contact the following address a few weeks after the annual conference to request a list of your SPIN members with their contact information. This information can also be accessed through the internal NADE wiki page once you have been granted permission from the NADE office.

Contact NADE  
170 Kinnelon Road, Ste. 33  
Kinnelon, NJ 07405  
Tel: 877.233.9455  
Fax: 973-838-7124  
**office@nade.net**

**Question 6     Where can I find the history of NADE?**

The history of NADE is available on the NADE website. The Web site is a good place to start if you are collecting information for a paper or presentation.

**Question 7     Is there someplace where I can access what has been implemented for SPINs in the past?**

Skim previous annual reports to help in your brainstorming of possible SPIN activities.

**Question 8     What should I do after I notify the SPIN Coordinator and President-elect that I am completing and ending my chair?**

Collect copies of your reports and indicate what still needs to be done to accomplish the SPIN's goals. Forward those reports to the SPIN Coordinator who will pass them on to the next chair. Please include your contact information.

## **Special Professional Interest Networks (SPINS)**

**ADJUNCT FACULTY (Joanne Mechmech):** This SPIN recognizes that adjuncts are important professionals in Developmental Education. The Adjunct Faculty SPIN provides a forum for adjunct instructors to share ideas and concerns, network with others in their field, and share best practices both in the classroom and in the workplace.

**ADMINISTRATION (Mitchel Burchfield and Karen Tompson-Wolfe):** The purpose of the Administration SPIN is to provide opportunities through conference meetings, networking, and correspondence for members to meet and interact with other professionals interested in issues that impact administrators and the programs they lead. This SPIN group allows professionals to network at the NADE conference and through correspondence to address the issues facing colleagues. The SPIN group offers a professional avenue for growth by increasing interaction among the SPIN group members.

**ADVISING & COUNSELING (Bev Maxton):** A group of individuals who collaborate on current issues involving advising and counseling. Specifically, we discuss the Core Values of counseling and current trends in the field. Moreover, we collaborate on the six ethical core values that all advisors should adhere to: 1) Advisors are responsible to the individuals they advise; 2) Advisors are responsible for involving others, when appropriate, in the advising process; 3) Advisors are responsible to their institutions; 4) Advisors are responsible to higher education; 5) Advisors are responsible to their educational community; 6) Advisors are responsible to their professional practices and for themselves personally. In addition, we review topics that address when is it appropriate to serve as advisor and/or to serve as a counselor. Counselors are licensed personnel and advisors are not.

**BRAIN-COMPATIBLE TEACHING AND LEARNING (Jerry Giles):** This SPIN focuses on teaching practices based on brain research. Its goals are to help educators understand (1) how the brain learns, (2) how to translate educational neuroscience knowledge into brain-compatible curricula and instructional strategies in their classrooms, and (3) how to use this knowledge to engage and empower students, regardless of learning differences, gender, age, and culture, to become the successful learners they were born to be.

**ENGLISH/WRITING/ESL (Patrice Johnson and Julia Laffoon-Jackson):** This group is committed to the success of NADE's academic community. Our SPIN affords opportunities for developmental educators to grow professionally as educators and administrators. We provide valuable avenues for networking and skill acquisitions that can be incorporated into the best practices that are readily employed at the various member colleges and universities to assist in promoting student success. When we think of the English, Writing, and ESL SPIN, we often think of excellence and achievement; accordingly, we look to grow our network to ensure further opportunities for our members to achieve excellence.

**MATHEMATICS (Meredith Anne Higgs and Christina Cobb):** This group discusses issues pertaining to Developmental Math students, teaching and research. Members are teachers, administrators and those interested in the field.

**ONLINE EDUCATORS (Jarmese Sherrod):** Our purpose is to compare various delivery methods, share steps for creating cohesive community and discuss other areas affecting the online delivery of foundations-level curriculum. Our website is located at [http://groups.yahoo.com/group/NADE\\_Online\\_Educators\\_SPIN/](http://groups.yahoo.com/group/NADE_Online_Educators_SPIN/).

**TUTORING and PEER-ASSISTED LEARNING (Shelby Gannott):** Provides support for colleagues directly involved in student success programs where student leaders, tutors or peer mentors are used. Subscribers receive at least two online newsletters per year containing announcements of relevant upcoming workshops/symposiums/conferences, reviews of presentations or books, an exchange of effective mentoring methods, and discussion of current issues surrounding this type of academic assistance.

**READING (Tammy Donaldson):** The NADE Reading SPIN is a community of learners, researchers, and practitioners who share ideas about teaching developmental reading at the college level. Toward this goal, the members are encouraged to share teaching ideas, research, syllabi, course outlines, and resources to help meet the challenges of preparing developmental readers for the rigors of reading in the 21st century. Additionally, the NADE Reading SPIN provides a forum where research and practice related to content area reading can be presented and discussed for the purpose of promoting reading comprehension in all disciplines.

**WORKFORCE DEVELOPMENT (Maxine Elmont):** The goal of the Workforce Development SPIN is to share information, ask and answer questions, brainstorm ideas as they relate to grants, programs, courses, the needs of present and/or prospective student populations, etc. Workforce development is a very broad, dynamic topic. This SPIN is committed to "looking at" any area that its members feel is a viable subject.

### Special Professional Interest Networks (SPINS) Chairs and Co-Chairs, 2016-2017

**Emily Suh, SPIN Coordinator**

[esuh@southeast.edu](mailto:esuh@southeast.edu)

SPIN	CHAIR/Co-CHAIR	EMAIL
<b>Administration</b>	Mitchel Burchfield	<a href="mailto:mburchfield@sbcglobal.net">mburchfield@sbcglobal.net</a>
	Karen Tompson-Wolfe	<a href="mailto:Karen.tompsonwolfe@westminster-mo.edu">Karen.tompsonwolfe@westminster-mo.edu</a>
<b>Adjunct Faculty</b>	Joanne Mechmech	<a href="mailto:Joanne.mechmech@fscj.edu">Joanne.mechmech@fscj.edu</a>
<b>Advising &amp; Counseling</b>	Bev Maxton	<a href="mailto:bevmaxton@mesacc.edu">bevmaxton@mesacc.edu</a>
	Nancy Navarrete	<a href="mailto:Nancy.navarrete@phoenixcollege.edu">Nancy.navarrete@phoenixcollege.edu</a>
<b>Brain Compatible Education</b>	Jerry Giles	<a href="mailto:jerrygiles1943@gmail.com">jerrygiles1943@gmail.com</a>
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	Julia Laffoon-Jackson	<a href="mailto:Jlaffoonjackson0001@kctcs.edu">Jlaffoonjackson0001@kctcs.edu</a>
<b>Mathematics</b>	Meredith Anne Higgs	<a href="mailto:MA.Higgs@mtsu.edu">MA.Higgs@mtsu.edu</a>
	Christina Cobb	<a href="mailto:Christina.cobb@mtsu.edu">Christina.cobb@mtsu.edu</a>
<b>Online Educators</b>	Jarmese Sherrod	<a href="mailto:Jsherrod@richland.edu">Jsherrod@richland.edu</a>
<b>Tutoring and Peer Assisted Programs</b>	Shelby Gannott	<a href="mailto:gannotts@otc.edu">gannotts@otc.edu</a>
<b>Reading</b>		
	Tammy Donaldson	<a href="mailto:tdonaldson@delmar.edu">tdonaldson@delmar.edu</a>
<b>Workforce Development</b>	Maxine Elmont	<a href="mailto:melmont@massbay.edu">melmont@massbay.edu</a>