

Council for Exception Children **Teacher Education Division**

Report of: Publications Committee

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Term: 2003-2006

Goals:

1. Complete procedures for the Publication Award for *TESE* Volume 29.
2. Monitor TED involvement in monograph projects.
3. Monitor the comprehensive budget for *Teacher Education and Special Education (TESE)*.
4. Implement publication guidelines for the TED newsletter *TEDLines* that provides the most up-to-date information for the TED membership.
5. Establish publication guidelines for TED-Announce, the TED listserv that provides time-sensitive information to the TED membership.
6. Continue publication of TED's journal *Teacher Education and Special Education*.
7. Continue implementation of the TED website at the University of North Carolina at Charlotte.
8. Provide quarterly TED updates for publication in *CEC Today's Division Focus*.

Accomplishments:

1. Completed the review of proposals for the 2006 TED Conference. Completed the review of proposals for the TED Strand at the 2007 Council for Exceptional Children Convention.
2. Continued implementation of the TED website at UNC Charlotte.
3. Continued electronic publication of *TEDLines* on the TED through the TED listserv (TED-Announce) with a hot link to the newsletter on the TED web site. Dr. Karen Voytecki, East Carolina University, serves as *TEDLines* editor and manages TED-Announce.
4. Implemented the proposed annual listing of content for each edition of the TED newsletter *TEDLines* to meet the information needs of the TED membership.

5. Developed guidelines for *TEDLines* publication topics (see below).
6. Developed guidelines for TED-Announce publication topics (see below).
7. Continued publication of *Teacher Education and Special Education (TESE)*. Dr. Bob Algozzine and Dr. Fred Spooner, University of North Carolina at Charlotte serve as Co-editors for *TESE*.
8. Participated as a member of the Ad Hoc Committee gathering and preparing financial information to complete submission of TED's income taxes.

Action Items:

1. Monitor *TESE* expenditures as the TED Publications Committee continues to work to assure publication of a cost effective product.
2. Continue the publication of *TEDLines* in electronic format with an individual direct message to each TED member via the TED-Announce with a hot link to the TED website.
3. Approve proposed guidelines for publication of the TED newsletter, *TEDLines* to meet the information needs of the TED membership (see below).
4. Approve proposed guidelines for dissemination of information through TED-Announce to meet the needs of the TED membership (see below).
5. Examine an electronic submission and review process for manuscripts submitted to *TESE* for publication.
6. Update TED monograph projects (as necessary).
7. Continue discussion of TED website policies and a means of gathering and disseminating information.
8. Other items as recommended by the TED Executive Board and the Publications Committee membership.

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Proposed Guidelines for TED-Announce

In an effort to provide pertinent, time-sensitive information to members of CEC's Teacher Education Division (TED) without inundating them with superfluous information via electronic communications it is recommended that these Guidelines be adopted for TED-Announce – TED's email listserv.

TED-Announce will be used sparingly for time-sensitive information that supports the mission of TED and the TED membership. This information will include, but not be limited to:

- TED Conference Updates
- TED Election Announcements
- TED Event Reminders
- Political Advocacy Items

Items not appropriate for TED-Announce include, but are not limited to:

- CEC Convention and Professional Development Event Announcements (CEC uses its own listserv)
- University Sponsored Conferences and Events
- Job Postings for Faculty Positions
- Doctoral Program Recruitment Activities
- Research Participation Requests
- Dissemination of Grant Applications

All TED-Announce requests should be submitted to the TED Administrative Assistant. If a request does not fit within the guidelines established for TED-Announce, a response will be forwarded to the requesting individual indicating the approved uses of the TED-Announce communication system. Further, suggestions will be made for a more appropriate venue for the request (i.e., *TEDLines*, *TESE*, *Chronicles of Higher Education*, or other option). Requests for disseminating content that is vague or open to question will be forwarded to the TED Publications Committee Chair for review and approval/rejection.

TED-Announce will combine message content whenever possible to reduce the volume of TED-Announce messages sent.

Proposed Guidelines for *TEDLines*

TEDLines is the online publication of CEC's Teacher Education Division (TED). It is designed to be a quarterly newsletter to inform the TED membership of activities of the Teacher Education Division including professional development opportunities that align with the mission of and operation of the organization.

It is recommended that *TEDLines* content focus on TED initiatives including the dissemination of information related to professional development activities sponsored by TED and other professional organizations in special education that would be of interest to TED members. CEC events, relevant to our membership, may also be publicized through *TEDLines*.

TED content to be published in *TEDLines* includes, but is not limited to:

- Quarterly President's Message
- Annual TED Conference Including:
 - Call for Conference Proposals
 - Conference Details
 - Registration Materials
 - Conference Highlights
 - Student Kaleidoscope Information
- TED Board Elections Including:
 - Call for Nominations
 - Election Procedures
- Awards:
 - Call for Nominations
 - Featured Recipients / Winners
- TED Caucuses and Special Interest Groups
- Subdivision Updates
- Legislative Updates and Priorities

Non-TED content to be disseminated in *TEDLines* may include, but is not limited to: CEC Event Announcements, calls for proposals and registration information for conventions / conferences pertinent to teacher education that are hosted by universities and other professional organizations.

Content not to be published in *TEDLines* may include, but is not limited to: faculty position postings, doctoral program recruitment initiatives, research participation requests, and dissemination of grant applications and/or results.

TEDLines requests should be submitted to the Editor of *TEDLines*. If a request does not fit within the guidelines established for *TEDLines*, a response will be forwarded to the initiating party stating the qualifications for *TEDLines* content. Further, suggestions will be made as to a more appropriate venue for the request (i.e., *TESE*, *Chronicles of Higher Education*, or other option). Requests for disseminating content that is vague or open to question will be forwarded to the TED Publications Committee Chair for review and approval/rejection.