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) 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. SPIN groups are established to provide 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. Produce a minimum of one newsletter each year. It is, however, requested that two editions be produced, a fall and a spring edition.

B. Send 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).

C. Provide 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.

D. Request feedback from the SPIN group regarding SPIN group activities.

E. Prior to the annual conference, prepare 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.

F. Attend the annual conference and coordinate the SPIN group meeting held during a concurrent session time at the conference.
G. Attend the SPIN Group Leadership Workshop (Leadership Congress) at the annual conference or designate a current member of the SPIN to attend the workshop.

H. Ensure 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.)

H. Submit 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).

I. Submit a written report by **December 31** to the SPIN Coordinator listing the group activities during the preceding twelve months for inclusion in the annual report.

J. Maintain files of all SPIN group activities, newsletters, and other materials that will be given to the next SPIN group leader.

K. Encourage group members to present on current topics in their group’s interest for concurrent presentations and pre- and post-conference workshops.

L. Submit a short paragraph or more on group activities to the editor of the NADE Newsletter at least once during the year.

M. SPIN groups are encouraged to create a wiki or blog homepage 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.

N. 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.

O. 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 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 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 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 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) 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, select “Updates” under the “For Leaders Only” heading in the middle 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 chapter.

**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 NADE President, with copy 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.

**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) Check the NADE Annual Report and the Strategic Plan on the NADE Web site at 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 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 Dr. Carol O’Shea, the Database Manager, (Office@nade.net) a few weeks after the annual conference to request a list of your SPIN the members with their contact information.

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 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)

**Administration:** 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 issues facing colleagues. The SPIN group offers a professional avenue for growth by increasing interaction among SPIN group members.

**Adjunct Faculty:** 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.

**Advising & Counseling:** 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 Education:** 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:** 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.

**Integration of Basic Skills (IBS):** Enforcement of good math, reading, and English in all classes, not just in isolated learning environments, is one area in higher education that this SPIN explores. Members of this SPIN help connect others to their practices of how basic skills are integrated throughout a college’s curriculum, which might include areas such as math intensive courses, writing across the curriculum, and critical reading in various disciplines.

**Learning & Study Skills:** A group dedicated to discovering and sharing with each other the latest research in learning and study skills, plus what works for them and their students.

**Learning Disabilities:** This group concentrates on students with learning disabilities. Regardless of the discipline, our goal is to discuss learning disabilities in all subjects and how dealing with a learning disability shapes the student throughout his or her college experience. One of our primary goals is to discuss how new technology can be used to accommodate student's with different learning styles to improve their retention rates in both two and four year colleges.

**Mathematics:** This group discusses issues pertaining to Developmental Math students, teaching and research. Members are teachers, administrators and those interested in the field.
Online Educators: Our purpose is to compare various delivery methods, share steps for creating cohesive community and to 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/ 

Peer Assisted Programs: 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.

Private Liberal Arts: The world is full of choices and in order to make effective choices we should have an education that provides a broad base of information that will help prepare for lives of activity, gain a sense of self and life-long learning in a rapidly changing world. The Liberal Arts SPIN explores the issues of this type of education as we explore problem solving, approaching decisions from a wide a multiple perspective and sharpening skills for collaborative work as we work with students.

Reading: 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.

Science: The Science SPIN explores various strategies and learning styles at the college level to assist students in engaging in learning science. This network shares ideas and promotes new approaches for developmental students.

Technology: Promotes, informs, and educates its members on the integration of technology in the design, delivery, and development of Developmental Education courses, programs, and support services; facilitates the appropriate use of the broad range of current technology available; and promotes innovation in the use of emerging technology.

TRIO: The TRIO SPIN group exists to support the developmental education needs of TRIO students, to communicate new information regarding TRIO, and to address the educational climate regarding developmental education and its impact on the ability of TRIO projects to function effectively.

Workforce Development: 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 perspective 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.
<table>
<thead>
<tr>
<th>SPIN</th>
<th>Chair/Co-Chairs</th>
<th>EMAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>Sue Cain</td>
<td><a href="mailto:Sue.Cain@EKU.EDU">Sue.Cain@EKU.EDU</a></td>
</tr>
<tr>
<td>Adjunct Faculty</td>
<td>Craig Barto</td>
<td><a href="mailto:cbarto@csuniv.edu">cbarto@csuniv.edu</a></td>
</tr>
<tr>
<td></td>
<td>Evelyn Asher</td>
<td><a href="mailto:ashere@appstate.edu">ashere@appstate.edu</a></td>
</tr>
<tr>
<td>Advising &amp; Counseling</td>
<td>Mary Brentley</td>
<td><a href="mailto:brentleym@uapb.edu">brentleym@uapb.edu</a></td>
</tr>
<tr>
<td>Brain-Compatible</td>
<td>Rita Smilkstein</td>
<td><a href="mailto:rsmilkst@sccd.ctc.edu">rsmilkst@sccd.ctc.edu</a></td>
</tr>
<tr>
<td></td>
<td>Dr. Janet Elder</td>
<td><a href="mailto:elder@readingprof.com">elder@readingprof.com</a></td>
</tr>
<tr>
<td></td>
<td>Dr. Janet Zadina</td>
<td><a href="mailto:jzadina@uno.edu">jzadina@uno.edu</a></td>
</tr>
<tr>
<td></td>
<td>Deborah Daiek</td>
<td><a href="mailto:ddaiek@schoolcraft.edu">ddaiek@schoolcraft.edu</a></td>
</tr>
<tr>
<td>Education</td>
<td>Rufus Foster</td>
<td><a href="mailto:fosterr@tsu.edu">fosterr@tsu.edu</a></td>
</tr>
<tr>
<td></td>
<td>Jessica Grimes</td>
<td><a href="mailto:jgrimes@taff.edu">jgrimes@taff.edu</a></td>
</tr>
<tr>
<td>IBS</td>
<td>Joyce Miller</td>
<td><a href="mailto:miller@jwcc.edu">miller@jwcc.edu</a></td>
</tr>
<tr>
<td>Learning &amp; Study Skills</td>
<td>Kathy A. Williams</td>
<td><a href="mailto:Kathy.Williams@EKU.EDU">Kathy.Williams@EKU.EDU</a></td>
</tr>
<tr>
<td>Learning Disabilities</td>
<td>Linda Kass</td>
<td><a href="mailto:lkass@aol.com">lkass@aol.com</a></td>
</tr>
<tr>
<td></td>
<td>Melanie Walker</td>
<td></td>
</tr>
<tr>
<td>Mathematics</td>
<td>Susan McClory</td>
<td><a href="mailto:Susan.McClory@sjtu.edu">Susan.McClory@sjtu.edu</a></td>
</tr>
<tr>
<td></td>
<td>John Close</td>
<td><a href="mailto:John.Close@slcc.edu">John.Close@slcc.edu</a></td>
</tr>
<tr>
<td>Online Educators</td>
<td>Lisa B. Davis</td>
<td><a href="mailto:lbdavis@hindsc.edu">lbdavis@hindsc.edu</a></td>
</tr>
<tr>
<td>Peer Assisted Programs</td>
<td>Ron Weisberger</td>
<td><a href="mailto:rweisber@bristol.mass.edu">rweisber@bristol.mass.edu</a></td>
</tr>
<tr>
<td></td>
<td>Jacob Lewellen</td>
<td><a href="mailto:lewellej@otc.edu">lewellej@otc.edu</a></td>
</tr>
<tr>
<td>Private Liberal Arts</td>
<td>Jane Asamani</td>
<td><a href="mailto:jasamani@tnstate.edu">jasamani@tnstate.edu</a></td>
</tr>
<tr>
<td>Reading</td>
<td>Wally Barnes</td>
<td><a href="mailto:wbb001@shsu.edu">wbb001@shsu.edu</a></td>
</tr>
<tr>
<td></td>
<td>Ellen Burleson</td>
<td><a href="mailto:burleson@waycross.edu">burleson@waycross.edu</a></td>
</tr>
<tr>
<td>Science</td>
<td>Paige E. Eagan, Ph.D.</td>
<td><a href="mailto:Eagan@lakemichigancollege.edu">Eagan@lakemichigancollege.edu</a></td>
</tr>
<tr>
<td>Technology</td>
<td>Dr. Scott McDaniel</td>
<td><a href="mailto:smcdanie@mtsu.edu">smcdanie@mtsu.edu</a></td>
</tr>
<tr>
<td></td>
<td>Manuela “Mandy” Davis</td>
<td><a href="mailto:Mandy.davis@kctcs.edu">Mandy.davis@kctcs.edu</a></td>
</tr>
<tr>
<td>TRIO</td>
<td>Terry Bordewick</td>
<td><a href="mailto:bordewick@jwcc.edu">bordewick@jwcc.edu</a></td>
</tr>
<tr>
<td></td>
<td>Jay Hegeman</td>
<td><a href="mailto:jhegeman@frostburg.edu">jhegeman@frostburg.edu</a></td>
</tr>
<tr>
<td>Workforce Development</td>
<td>Maxine Elmont</td>
<td><a href="mailto:melmont@massbay.edu">melmont@massbay.edu</a></td>
</tr>
</tbody>
</table>