

**Minutes**  
**College of Education Leadership Council**  
**Monday, May 7, 2012**  
**10:00 a.m. - 12:30 p.m.**  
**COED 205**

**Present: Mary Lynne Calhoun, Dawson Hancock, Joyce Frazier, Melba Spooner, Warren DiBiase, Victor Mack, Bonnie Morton, Hank Harris, Lee Sherry, Amanda Macon, Jan Hinson, Vicki Jaus, Emily Stephenson-Green, David Pugalee**

AGENDA ITEMS	DISCUSSION	ACTIONS/NEXT STEPS
<p>1. Quick updates/ announcements</p> <ul style="list-style-type: none"> <li>a. A very fine Honors &amp; Awards event</li>   <li>b. Hospitality protocol: refreshments for outside guests</li>   <li>c. Digital scholarship (concerns about “predatory journals”)</li> </ul>	<p>This was the first time in 4 years that the Honors &amp; Award event was held. It was a success thanks to everyone that worked on it. The Dean recommended for next year that Sequoya Mungo along with Amanda’s help make contact with the schools early on for the Lula Faye Clegg scholarships.</p> <p>Jane Watson has informed us that the quality of campus hospitality when outside groups are involved need to be more attractive when refreshments are served. The Chancellor wants a better impression made.</p> <p>Stanley Wilder, UNCC Librarian has reported that there are some online journals that are predatory in nature that all faculty need to be made aware of. These are profit centers. They state a quick turnaround of peer reviews, sometimes 24 hours, when there is no</p>	<p>Chairs – Share this information with your faculty.</p>

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<p>d. Summer school compensation</p> <p>e. Course evaluation spring feedback and summer expectations – Melba</p> <p>f. Please inform Kathie/me about vacation plans and appoint acting chair/director</p>	<p>peer review. Authors may be charged a fee sometimes \$3000. These are not credible journals and they could be professionally embarrassing. Discuss this within your departments and make them aware that this is out there.</p> <p>There are new guidelines for summer school compensation, implementation will be summer 2013. Faculty may earn up to 10% but no more than \$8000. The Dean recommends that we continue to use the 10% cap for Pathways in Teaching as well. Melba distributed a handout with the response rate for the spring evaluations. COED's rate is 67.32% which is good for the initial rollout. Generally it went smoothly. A few EDUC and LBST courses needed paper evaluations. Results will be released to faculty May 15.</p> <p>Most summer courses will now be evaluated. The list will be generated from Banner.</p> <p>Feedback should be sent to Melba.</p> <p>Let Mary Lynne and Kathie know when you will be taking vacation this summer and who will be acting chair for your department.</p>	<p>Direct any course evaluation feedback to Melba.</p> <p>Alert Mary Lynne and Kathie when you will be taking vacation and who your acting chair will be.</p>

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<p>2. Keeping up with our end-of-year reports/ tasks: status checks</p> <ul style="list-style-type: none"> <li>a. Faculty and staff evaluations</li>   <li>b. Departmental reports <b>(due to Dean June 8)</b> <ul style="list-style-type: none"> <li>i. Student Learning Outcomes reports</li> </ul> </li>   <li>c. IHE Performance Report</li>   <li>d. Summer task force: Peer Observation of Teaching Process</li> </ul>	<p>The Dean stated that 100% of SPA evaluations have been submitted from the college. EPA faculty and staff are due by June 1.</p> <p>Department reports are due to the Dean June 8 so that Mary Lynne can write her feedback letters for the college report that is due mid June.</p> <p>Emily stated that the SLO reports will need to be uploaded to the site which will have folders for departments. This data will also be used for NCATE. Emily is available if you need help.</p> <p>The IHE report is completed by Melba with Emily's support. They will be asking for information for the service section which should be taken from the annual report. Send Melba the information that your faculty has entered in the chart (goals/ outcomes and sustained work). Capture any amazing work being done in schools. This will be needed by mid-June.</p> <p>A Task Force on Peer Observation, chaired by Tracy Rock, will be working over the summer to revise the process to include clinical and part time faculty and the distinction in teaching. A faculty vote will follow the revision.</p>	

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e. Summer task force: Institutional Report – for NCATE 2013 review	We will need to complete our institutional report by Fall 2013 when NCATE will have the off-site visit. A team of faculty will be pulled together to work in June. They will be the link to the committees.	
3. Opportunity to contract with SWEA for common core professional development	Ric Vandett has \$100,000 in end of the year funding from Race to the Top dollars to be used to develop online modules and other initiatives for common core professional development. Support from C-STEM may be possible to do this work this summer and deliver next year. A proposal to SWEA will need to be developed. Mary Lynne will have a planning meeting with David Pugalee, Michelle Stephan, Drew Polly, Jan Hinson and Amanda Macon.	Joyce will get info from the professional development workshops. Vicki will contact UNC-G regarding online modules.
4. Status report: Professional dispositions task force – <i>Dawson</i>	Dawson reviewed the 2 drafts (Initial Licensure Candidates and Non-Initial Licensure Candidates) that the Task Force has completed which provides guidelines for teaching/informing/coaching/assessing dispositions. The Dean recommended that chairs review the drafts and we will discuss at the June meeting.	Chairs – read the drafts Add to the June meeting agenda.
5. Academic planning/ issues for Fall 2012  a. EDUC 2100/ SPED 2100 – relation to QEP pilot project	The Dean stated that the 2100 courses will need to be revised for the QEP. Part time faculty may need to be hired since there is	

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<p>b. Instructor needed for Honors! EDUC 3789</p> <p>c. Handling class situations when faculty are facing health challenges</p> <p>d. Fall enrollment</p>	<p>a change in faculty due to retirement and illness. The Dean recommended that we monitor/mentor these P/T faculty that will be teaching these courses.</p> <p>We have received the good news from Michael Matthews that 7 students have applied and have been accepted for Honors. It was determined that Paul Fitchett could teach EDUC 3789. Warren will speak with him and let Michael know.</p> <p>We have recently experienced some difficulties when faculty have had health issues. The Chair and the Dean were not made aware, only the students knew. The departments need to discuss this issue and have a plan in place when this occurs. We will discuss this further at the June meeting.</p> <p>Fall enrollment is up at the university. The College of Education will have 138 additional freshman. The Associate Dean and Deans Council will discuss and plan for the increase at Thursday's meetings.</p>	<p>Warren will speak with Paul Fitchett and then contact Michael Matthews.</p> <p>Put this item on the June agenda.</p>
<p>6. Next meeting: June 11 (We'll set meetings for 2012-2013 at that time)</p>	<p>The Dean stated that the next meeting will be June 11 and we will set next year's meetings then. There will likely be no meeting in July.</p>	
<p>7. Other business</p>	<ul style="list-style-type: none"> <li>➤ Amanda stated that we will have 2 Levine Scholars in the college</li> <li>➤ Amanda added that there are</li> </ul>	

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	<p>over 80 applicants for fall for TFA (Middle/Secondary are the majority)</p> <ul style="list-style-type: none"> <li>➤ Jan said that a luncheon for Hal Jaus will be held Friday at Ciro's</li> <li>➤ Warren stated that Hannah Grover has left the university and they have hired Kim Hartmann as a replacement.</li> <li>➤ Lee announced that Joyce Green will be retiring in July</li> <li>➤ Lee also announced that Sandraluz has resigned.</li> </ul>	

Meeting adjourned 12:10 p.m.