

Minutes
College of Education Leadership Council
Monday, June 11, 2012
10:00 a.m. - 12:30 p.m.
COED 205

Present: Mary Lynne Calhoun, Melba Spooner, Lee Sherry, Vicki Jaus, Amanda Macon, David Pugalee, Jan Hinson, Hank Harris, Dane Hughes, Joyce Frazier, Warren DiBiase, Dawson Hancock.

AGENDA ITEMS	DISCUSSION	ACTIONS/NEXT STEPS
1. Calendar for 2012-2013 <ul style="list-style-type: none"> a. Proposed meeting schedule b. Should I meet with chairs in July? c. Scheduling meetings: Vicki, David, Victor 	The Council reviewed the proposed master schedule of meetings for the upcoming academic year. Mary Lynne encouraged everyone to share with their departments. There will be no Leadership Council meeting in July but the Dean will meet with chairs on July 23. For all other scheduled meetings, work with Kathie to schedule.	Share the meeting schedule with your department. The meeting schedule is attached to these minutes.
2. Status checks <ul style="list-style-type: none"> a. Departmental annual reports b. Personnel review letters c. Publications list 	Department annual reports have been received and most have been uploaded on the S-drive. The Dean will complete the college report by Wednesday. All personnel review letters are out. Congratulations to Jan and Dawson on being reappointed as chairs. Please send your publication list from your department by the 1 st week of July. It will then be compiled into one list for the first	Upload your department annual report to the S-drive. Send your publication list to the Dean by the 1 st week of July.

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<ul style="list-style-type: none"> d. Graduate program reviews (in the future) e. Other? 	<p>college meeting.</p> <p>There is no immediate action needed now but in the future we will need to report on the Ph.D. in Curriculum & Instruction and the Ph.D. in Special Education.</p> <p>Melba is working with Emily on the IHE Reports which are due Jun 22. Please send in any outstanding sections.</p> <p>The Dean asked for examples for college-wide changes in the assessment system.</p>	
<ul style="list-style-type: none"> 3. Two follow-ups from May <ul style="list-style-type: none"> a. Professional dispositions – next steps? b. Preparing for/ responding to faculty who are missing class for medical reasons 	<p>Implementation will take place in the coming year. Vicki Jaus has been requested to provide leadership. She will be meeting with the programs to discuss next steps.</p> <p>There was further discussion on the planning for classes missed due to medical reasons. It was determined that chairs and directors need to be aware as well as the department office, who can email the students the information when class is cancelled. Students should also be reminded to check their email before class. If an instructor will be absent for a period of time, the chair has the capacity to pay faculty to take over the class. A doc student or a part time instructor can assist.</p>	<p>Chairs – Review these steps with your faculty and office managers.</p> <p>Kathie will review at office manager meeting with Dane’s assistance on accessing class list.</p>
<ul style="list-style-type: none"> 4. Telephone strategy discussion – <i>Dane/Warren</i> 	<p>Dane and Warren presented on a cost saving strategy on the use of telephones. Since phone usage has declined, some</p>	

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	<p>faculty will pilot a program using a shared phone line and use part of the savings towards travel. The Dean cautioned that this should be by volunteer only.</p>	
<p>5. ITS update – <i>Dane</i></p>	<p>Dane alerted the Council that there will be a change to the way we connect to the network on campus during the week of August 8th to 15th. There will be no network in the college on August 8th from 6:00-10:00am. A reboot will be needed and network printers will need to be reconfigured.</p>	
<p>6. NCATE items - <i>Melba</i></p> <p style="padding-left: 40px;">a. Faculty vita</p> <p style="padding-left: 40px;">b. Course outlines</p>	<p>Melba will have teams working on the institutional report and exhibits on June 26-28. A good draft will be completed during that time.</p> <p>All faculty, including part time and faculty across campus that teach for your department, will need to complete a 4 page vita. The vitas are due to Melba by Sept 17th. Melba reviewed the vita format and provided examples. She asked for help from chairs/ directors to ensure that this task gets completed. Office staff may also be able to help. All vitas will be uploaded by Sept. 30th. An electronic version will be sent out.</p> <p>Emily will be compiling the course outlines.</p>	<p>Chairs – Ensure that all vitas are completed and sent to Melba by Sept. 17.</p>
	<p>~ break ~</p>	

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<p>7. UNC Education Deans update</p> <ul style="list-style-type: none"> a. Follow-up survey of graduates b. Teacher Quality Research: Teacher Performance Assessment discussion c. State Board initiatives that <u>may</u> impact elementary education 	<p>This week a statewide survey will be going out to graduates on how they feel about the job. We will be receiving the data from this survey.</p> <p>There is state-level interest for Teacher Performance Assessment. We may be in a pilot program to use this instrument. Assessment has been low for Elementary Ed teachers. As a consequence, there are new recommendations to strengthen licensure. A handout was distributed with those recommendations. A change in testing may be soon.</p>	
<p>8. Extraordinary opportunity: TIAA-CREF lecture, Spring 2013</p>	<p>We will have a chance to bring in a public lecture with an education focus for the community next spring. The Dean asked for recommendations from the Council.</p>	
<p>9. Senior Year</p>	<p>Dean Calhoun announced that she will retire from the University in June 2013. The search for a new Dean, which is the responsibility of the Provost, will take a year. She will make an announcement to faculty in early fall.</p>	
<p>10. Other business?</p>		

Meeting adjourned 1:00 p.m.