

**Minutes**  
**College of Education Leadership Council**  
**Monday, September 12, 2011**  
**10:00 a.m. - 12:30 p.m.**  
**COED 205**

**Present: Mary Lynne Calhoun, Dawson Hancock, Joyce Frazier, Melba Spooner, Victor Mack, Warren DiBiase, Hank Harris, Vicki Jaus, Tim Rogers, Dane Hughes, Jan Hinson, Emily Stephenson-Green, Lee Sherry, Amanda Macon.**

<b>AGENDA ITEMS</b>	<b>DISCUSSION</b>	<b>ACTIONS/NEXT STEPS</b>
<p>1. Procedural updates – <i>Melba/Mary Lynne</i></p> <ul style="list-style-type: none"> <li>a. Keeping up with room changes</li> <li>b. Keeping up with Master Calendar</li> <li>c. Archibus</li> <li>d. Mid-term grading</li> </ul>	<p>Melba reminded council members that banner needs to be updated if there have been room changes. Have your office staff communicate to your students whenever information changes.</p> <p>Events are not being entered into the Master Calendar. Office staff may need to request access by submitting an OIT help ticket.</p> <p>Building space needs to be updated whenever changes occur.</p> <p>The university's funding formulas will be changing and will be based in part on retention of our students. Mid-term grading can help our students succeed by alerting students that are struggling.</p>	<p>Inform office staff to communicate changes to students.</p> <p>Remind office staff to enter events into the Master Calendar.</p> <p>Inform your staff to update building space when needed.</p> <p>Alert your faculty to use the Mid-term grading process.</p>
<p>2. Report from Academic Affairs Retreat regarding budget/ vacant positions</p>	<ul style="list-style-type: none"> <li>➤ There will be changes in the way positions will be allocated. A vacant faculty or staff position will go back to the university and not be kept at the</li> </ul>	

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	<p>college level anymore. It will go to where it is most needed. If we want to keep the position, the Dean and Chair will need to present a case for the need to the Provost and we must have that data to back it up. If there are to be letters of resignation or retirement, they should be submitted in early spring. This policy does not apply to SPA positions.</p> <ul style="list-style-type: none"> <li>➤ A handout was distributed showing numbers of graduate students enrolled by program for 2010 and 2011. We have 300 fewer graduate students this year. This will be an important issue if we need to make a case for a vacant position.</li> <li>➤ The Provost has agreed to continue contributing major (though not 100%) funding for Freedom School.</li> <li>➤ We will be receiving summer school revenues. Each department will receive \$3000-\$4000 which will help supplement their operating budget.</li> </ul>	
<p>3. Graduate Scholarships processes and timelines – <i>Tim</i></p>	<p>Tim has updated the information on the college’s list of scholarships and awards. He reviewed that list with the council.</p>	<p>A request was made to change the word essay number for the Sister Mary Burke scholarship.</p> <p>Mary Lynne will work with Tim to develop a “stewardship” section of the document –</p>

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		how we recognize and thank the donors on a regular basis.
4. Support for Graduate Coordinators – Offer from Katherine Hall-Hertel	Katherine Hall-Hertel has offered support for our Graduate Coordinators by offering to provide professional development workshops. Everyone agreed to this support. Dawson will help to coordinate this .	<p>Include Amanda and Sequoya Mungo in the workshops.</p> <p>Dawson will work with Katherine to identify and publicize the date.</p> <p>Dawson will work with Kathie to order light refreshments for the meeting.</p>
5. Update on the Atkins Library/ Curriculum & Instruction Materials Center dilemma	The Library is considering moving the Curriculum & Instruction Materials Center to a non-circulating collection. Mary Lynne expressed her concern to Stanley Wilder regarding this change. Mr. Wilder is open to suggestions from us on managing this collection. It was determined by the Council to form a committee to work with the library on a solution. The following names were brought up as possible members for that committee: Jennifer Hathaway, Sandraluz Lara-Cinisomo and Laura Hart.	Mary Lynne requested that information about recent departmental orders for materials specific to the C&I Center available for circulation to be sent to her. Inform Jennifer, Sandraluz and Laura of this important new task.
6. SACS/ Student Learning Outcomes Reports – How are we doing?	Departments have been meeting with Emily and Christine Robinson from Academic Affairs, to determine what work needs to be done on the SLO plans. Emily distributed handouts with templates and guides to work with. She will go over rewrites and formatting in individual group	<p>Continue to work with Emily on re-writing the reports.</p> <p>Dane will set up space on the shared drive.</p>

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	meetings which Christine will then approve. Emily will have more information after she meets tomorrow with the four other college coordinators. Dane is working on setting up space on the shared drive for the data.	
7. SACS: Quality Enhancement Plan – status report – <i>Vicki</i>	Vicki, who is leading the College of Education team to come up with a curricular program centered on student engagement for our freshman and sophomores, will meet with the team this week and also attend the campus-wide summit on Friday.	
8. COED Meeting, 9-16-11: Review of agenda	Mary Lynne reviewed the agenda items for this week’s faculty meeting on Friday. There will be a first reading of the new section of the RPT document for clinical faculty with a vote at the October meeting.	Add the Biographical Sketch to the agenda.
9. Planning for Mary Lynne’s medical leave	Mary Lynne’s leave of absence for knee surgery will begin on September 27 for 6 weeks. She hopes to be able to work from her home office. Melba will serve as Acting Dean during her absence. Kathie will continue to provide assistance.	All are asked to provide assistance to Melba as she requests it during the six weeks of Mary Lynne’s leave.
10. Other Business?	<ul style="list-style-type: none"> <li>✓ Vicki reported that planning sheets will now be located on the website.</li> <li>✓ We will be hosting a statewide conference on campus, Internationalizing Teacher Education forum, on Nov. 4 in the Cone Center.</li> </ul>	Send planning sheets to Ed Conway via an OIT support ticket for the website.

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	Contact Vicki if you are interested in attending. Space is limited.	

Meeting adjourned 12:35 P.M.