

Minutes
College of Education Leadership Council
Monday, October 4, 2010
10:00 a.m. - 12:30 p.m.
COED 205

Present: Mary Lynne Calhoun, Dawson Hancock, Bonnie Morton, Joyce Frazier, Melba Spooner, Warren DiBiase, Victor Mack, Hank Harris, Sam Nixon, Emily Stephenson-Green, Jan Hinson, Vicki Jaus, Dane Hughes, Lee Sherry

AGENDA ITEMS	DISCUSSION	ACTIONS/NEXT STEPS
<p>1. Quick updates</p> <p style="padding-left: 40px;">a. SACS reports</p> <p style="padding-left: 40px;">b. Reminder of RPT timelines</p> <p style="padding-left: 40px;">c. Faculty searches</p>	<p>Emily stated that the SACS reports are coming in for her review. There are 41 reports that are due by Friday. The dean and Melba will need to do a final review.</p> <p>The deadline for dossiers to the dean's office is October 15th for reappointment and November 1st for Promotion and Tenure. The dossiers will be kept in a locked drawer and the dean's conference room will be available for use. Additional documents will be accepted from the Chairs until the dossiers leave our office.</p> <p>Chronicle ads have been posted for college positions. Invitations have been sent out for the Belk Professorship (3 have already applied). Three faculty members will be retiring at</p>	<p>SACS Reports due this Friday, Oct. 8th.</p> <p>Chairs – Place the 2 forms, AA-20 and AA-27 along with the chair's letter and the department's review letter in the front pocket of the book.</p>

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<p>d. Art Levine visit last Friday: Woodrow Wilson Teaching Fellowships</p> <p>e. Spring schedule</p>	<p>the end of this year; Richard White, Maria Yon, and Louise Baucom. These positions will be added to our search this year. Search Committees have been appointed. The dean recommended search committee members to attend the Academic Affairs training for members of search committees.</p> <p>North Carolina is being looked at as a possible 4th state partnership for the Woodrow Wilson Fellowships in Teaching, aimed for career changers in the STEM disciplines. UNC Charlotte is one of the schools being considered in the NC university system. A meeting took place last week with Joan Lorden and the Chancellor participating. We will know by January if we have been selected as a partner university.</p> <p>Melba cautioned chairs regarding the accuracy of the spring schedule. This is the first semester using the roll out from last spring. Special attention to courses, instructors and rooms should be taken. This work is especially important due to the curriculum changes that have occurred through revisioning. Melba is the point person for assistance.</p>	<p>Chairs – One member of each search committee is to attend the Academic Affairs training.</p> <p>Chairs – Have your office managers and Program Coordinators check the spring schedule for accuracy.</p>

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<p>f. Possible Leadership Academy partnership – <i>Dawson</i></p> <p>g. Reading Day Meeting/ Luncheon planning – December 9th</p>	<p>Dawson reported that SW Education Alliance is putting in a proposal to the State Board of Education for money from Race to the Top for an alternative way to license individuals. This could lead to an MSA program. We hope to be in a partnership with SWEA.</p> <p>It is time to start planning for our Reading Day/ Holiday Luncheon and Meeting. Department responsibilities were discussed. Homemade goodies were recommended. No classes or dissertations are to be held on that day.</p>	<p>Kathie will send out the list of departmental assignments as an attachment to these minutes.</p>
<p>2. Budget update</p>	<ul style="list-style-type: none"> ➤ We have received \$35,000 in one-time funds from the Provost to be used for travel which has been dispersed. ➤ We are hopeful that we will receive help to pay for our data management expenses. ➤ We have received new position allocations for the base salary for the Belk Professorship and the senior level position of Dr. Vivian Correa who will be joining us in January. ➤ We have also received an additional position for a senior faculty member in ELED, a restoration of the Jeff Passe 	<p>One-time funds for the data management system were indeed awarded to the College on 10-4.</p>

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	<p>position.</p> <p>The message we have been receiving is to spend our money. There is worry that there will be a freeze in spending in the spring. New faculty have been informed to spend their startup money. Technology should be purchased if needed. Prepay travel expenses such as AERA registration and expenses. The Ludwigsburg expenses will also be prepaid early.</p>	<p>Remind your faculty and staff to work with Bonnie for startup items. Copies of startup expenses also need to be sent to Kathie for budget reconciliation.</p>
<p>3. Curriculum opportunity: Civic Minor in Urban Education</p>	<p>There are 5 small grant opportunities to create a Civic Minor in Urban Education, see handout distributed. The dean will be working with Bruce Taylor, Janni Sorensen, Kim Buch and Susan Harden to submit an application. Think about the possibilities this could create for your students.</p>	<p>An electronic copy of the Request for Application Proposals will be forwarded to the Council for information.</p>
<p>4. NCATE training debriefing/ next steps</p> <ul style="list-style-type: none"> a. Revision of RPT document b. Revision of Conceptual Framework c. Audit of assessment system 	<p>A strong team attended the NCATE training that consisted of the dean, Melba Spooner, Jeanneine Jones, Lyndon Abrams, Bruce Taylor, and Claudia Flowers. It was a very important and meaningful meeting. We need to start working on the following:</p> <ul style="list-style-type: none"> a) revise the RPT document b) revise our conceptional framework c) refresh our assessment system with the starting of TaskStream d) Lyndon and Lan will provide an audit of our diversity work. 	<p>Melba will contact chairs to pull together additional people for teams.</p>

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5. Discussion: The Library and the College of Education (see last page of agenda)	The dean asked for advice for her meeting with Stanley Wilder regarding library support. The dean would like to know what library resources are being used by our students and what our needs are before her meeting. Victor noted that the library has been limiting their space for meetings.	Report back to the dean on library resources and supports that are being used by our students. In particular, please gather information on the use of the Curriculum & Instruction Materials Center.
6. Teaching Fellows site visit, October 19-20 <i>Melba</i>	Melba distributed a list of the Evaluation Team Members and the schedule of the Teaching Fellows Site visit. This visit takes place every 5 years to assess the Teaching Fellows program. Some faculty have answered a questioner and may be invited to participate in the visit.	Let Melba and Misty know if any your faculty have been selected for participation and if they require further information.
7. Review of agenda for October 15 College of Education meeting	The dean reviewed the college meeting agenda and asked for any additional topics to be included. <ul style="list-style-type: none"> ✓ Reminder of Teaching Fellows visit ✓ Dane will provide overview of TaskStream ✓ One hour working meeting towards the revision of the RPT process which will include breakout sessions ✓ Begin the Holiday Party planning ✓ Faculty input for the Cato Teaching Mural ✓ A special thank you for the SACS work 	Add Campaign Update to future college agendas.

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8. Other business?	<ul style="list-style-type: none">• Victor and Hank stated that the Bob Barrett Lecture Series will have 6 sessions and will take place Thursday and Friday, October 14-15.• Rob Covert in Development has passed away unexpectedly.• Ed Conway and his wife have a new baby girl, Chloe Elizabeth.	Hank to send information on the Lecture Series for Tuesday Morning.