

Minutes
College of Education Leadership Council
Monday, October 3, 2011
10:00 a.m. - 12:30 p.m.
COED 205

Present: Melba Spooner, Vicki Jaus, Joyce Frazier, Bonnie Morton, Warren DiBiase, Victor Mack, Tim Rogers, Amanda Macon, Hank Harris, Jan Hinson, Dawson Hancock, Emily Stephenson-Green, Lee Sherry, Dane Hughes
Guests: Valorie McAlpin, Garvey Pyke, Lee Norris

AGENDA ITEMS	DISCUSSION	ACTIONS/NEXT STEPS
1. CTL Programs – <i>Valorie McAlpin</i>	Valorie briefly shared information on some new programs that are being offered through the Center for Teaching and Learning (CTL). They include: Instructional Workshops which can also be department specific, Technology Showcase (a brown bag session), Course Redesign, Learning Multi-Media Developers (MDs), classroom observations, Faculty Fellows in which Nancy Cooke (SPCD) is one, and will also provide assistance with SoTL Grants. Valorie added that CTL is available for assistance and can meet with your faculty at departmental meetings.	Provide this information to your departments and contact the Center for assistance.
2. Brief announcements a. Mid-term grading clarification b. Dissertation defense announcements	Melba encouraged everyone to inform their faculty to use the mid-term grading system especially for unsatisfactory grades. Academic Affairs will send one email on Mondays listing all requests for dissertation	Melba will send out the handout and an email to encourage the reporting of mid-term grades. This procedure will also be reviewed in the Office Manager meeting this week.

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<p>c. Biographical Sketch</p> <p>d. Support for Graduate Coordinators – professional development workshop – October 25 COED 205 – <i>Dawson</i></p> <p>e. Advisor Job-Alike – <i>Amanda</i></p> <p>f. Curriculum Integration – Study Abroad</p> <p>g. Internationalizing Teacher Education Forum - <i>Vicki</i></p>	<p>defenses. Continue to send your announcements to Lora Aricco in Academic Affairs.</p> <p>Melba reminded chairs to follow up with their faculty to complete their Biographical Sketch by October 31st. Academic Affairs will be generating a list soon showing those who have not completed it.</p> <p>Dawson reminded all that the workshop for Graduate Coordinators will be October 25th at 12:30 in COED 205.</p> <p>Amanda and Melba will start to meet with advisors as a group this week to cover such topics as special requests, advisor assignments, changes in forms, updating advising websites, and other topics to ensure consistency in the college.</p> <p>Brad Sekulich is working on increasing student participation in the Study Abroad program. A meeting on October 6 at 9:30am in CHHS 128 will take place to strategize.</p> <p>Vicki is working with the 16 UNC College of Education Deans and the 16 UNC Offices of International Programs on this</p>	<p>Remind your faculty to complete the Biographical Sketch by 10/31.</p> <p>Chairs – Encourage your Graduate Coordinators to attend this Professional Development workshop.</p>

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	forum which will take place on campus on November 4 th in Cone. There will be a key note speaker and breakout sessions. Let Vicki know if you are interested in attending.	
3. Report from Academic Affairs – Position Vacancy Policy	Bonnie stated that there is a new policy for vacant positions. For future resignations and retirements a Vacancy Form will need to be completed with a justification and submitted to Academic Affairs. The position will go where the need is the greatest. This does not apply to current recruitment and grants.	
4. Undergraduate Scholarships processes - <i>Amanda</i>	Amanda reviewed the internal scholarship process. A handout on the procedure, the application and the complete list of Scholarships, Loans and Grants was distributed.	Amanda will forward the handouts electronically.
5. Rescheduled Chairs' Meeting from October 6 to Friday, October 14 (9:30-11) – Who will attend? This conflicts with our COED meeting.	Jan Hinson volunteered to attend the rescheduled Chairs' Meeting as this will conflict with our college meeting. She will report back to the chairs.	Jan Hinson will attend the Chairs' Meeting as the college representative and will update the chairs.
6. SACS – QEP – a report from the Steering Committee/ Summit - <i>Vicki</i>	Vicki reported that the discussion is centered on whether a new course will need to be developed or can student engagement be worked into an existing course such as a 2100. The college group will be meeting tomorrow. She will continue to provide updates to the council.	Melba encouraged chairs to make this topic a standing item on their department meeting agenda and have their representative provide an update to faculty.
7. SACS – Student Learning Outcomes (SLO)	Last Friday was the deadline to upload the data. Emily reported that we are still	Chairs – Ensure that your department plans are uploaded to the s: drive and follow up

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Reports – Status update - <i>Emily</i>	lacking some reports. She will be uploading the reports to the Academic Affairs website after she reads them. Chairs are able to access the shared drive to see what has been uploaded. She will be attending a coordinator’s meeting later today.	with Emily if there are questions/issues to be resolved.
8. Holiday Progressive Lunch / Reading Day planning ~ 12/8/11	<p>The council reviewed last year’s assignments. The following changes were agreed upon:</p> <ul style="list-style-type: none"> ○ Times were added when food would be available ○ Regular coffee would also be on the 2nd floor with breakfast items ○ Side dishes and salads were grouped together ○ TEALR changed to salads/sides ○ Teaching Fellows will bring dessert ○ CSLG will bring appetizers only ○ Ham was added to the turkey as an alternative entree 	Start the discussion with your department on the Luncheon and provide them with the changes.
9. COED Meeting, 10-14-11: Review of agenda?	<p>Melba reviewed some of the items that will be on the meeting agenda such as :</p> <ul style="list-style-type: none"> ➤ Disposition Task Force Work session – Dawson and Susan Furr ➤ Progress on RPT (clinical faculty promotion) ➤ Progressive lunch plans 	
10. Discussion with Chairs a) RPT (Clinical Faculty)	After a brief 5 minute break, chairs reconvened to discuss the clinical faculty section that is to be added to our RPT document. Based on feedback from several	Continue your discussions in the departments. Melba will confer with Jeanneine Jones and Bruce Taylor and with Mary Lynne prior to

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	<p>faculty there appears to be confusion as to how this will link to the main document in terms of specific criteria (found in section 2 of the RPT document). There seemed to be consensus of chairs that it would be wise to provide more time for discussion and clarity through a status update at the October COED faculty meeting and hold off the vote until at least the November meeting. TBD following consultation with Dean and Chairs of Standard 5 committee.</p>	<p>setting the final agenda for the October COED faculty/staff meeting.</p>
<p>11. Other business?</p>	<ul style="list-style-type: none"> • Bonnie stated that she will be away at a conference on Oct 21 & 28. • Flyer on MeckEd/WFAE Debate on 10/19 with CMS School Board Candidates was distributed. 	

Meeting adjourned at 12:10p.m.