

**Minutes**  
**College of Education Leadership Council**  
**Monday, December 5, 2011**  
**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, Dane Hughes, Amanda Macon, Jan Hinson, Vicki Jaus, Lee Sherry, Emily Stephenson-Green**

| AGENDA ITEMS   | DISCUSSION   | ACTIONS/NEXT STEPS                       |
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| 1. Catching up   | Council members provided the Dean with a brief update from their departments.  |  |
| 2. Announcements/ quick updates<br><br>a. Welcome to Dr. Alan Mabe<br><br>b. Congratulations to Claudia Flowers<br><br>c. "Program Duplication" report | Dr Alan Mabe will be joining Educational Leadership as a Visiting Professor in the spring. Dr Mabe has a 25 year history with the UNC system and brings a wealth of information with him.<br><br>The Dean announced that Claudia will receive the 2011 DeSilva Mentor Award for her outstanding graduate mentoring. A reception will be held in February.<br><br>The Program Duplication Report, which was submitted by Jim Woodward to the Board of Governors, concludes that UNC Charlotte does not have any program duplications. |  |
| 3. Budget update ( <b>spend/encumber state funds by March 1</b> ) – <i>Melba/Mary Lynne</i>  | Melba reported this information from the last Deans Council meeting: Big dollar purchases should be encumbered by early  | Encumber large purchases by early March. |

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| <p>a. Some additional funds for Depts. and OIT are anticipated</p> | <p>March. There is still a possibility of a reversion and a tuition increase. Mary Lynne reported that TaskStream’s annual fee of \$85,000 is now a permanent allocation. We have received about half of what we requested at our budget presentation and it appears that we can handle our part-time expenses for the Spring.<br/>Possible additional funds for departments may be available to be used for faculty travel. You are urged to encumber those expenses now for spring conferences.</p> | <p>Encumber travel expenses for faculty for spring conferences.</p>       |
| <p>4. Dispositions update- <i>Dawson</i></p>                       | <p>Dawson reported that feedback has been received from faculty and the Professional Education Council and is being processed. The committee is now defining the dispositions themselves and forming a framework that we can operate from. Parallels to our Conceptual Framework will be used.</p>  | <p>Dawson will present an update to the College, probably in January.</p> |
| <p>5. QEP update – <i>Vicki</i></p>                                | <p>Vicki provided a draft of the QEP Engagement Proposal which summarizes how we can engage our freshman class. This proposal calls for a redesigned advising program and offering a one hour seminar, possibly by a graduate student, using intro courses such as EDUC or SPED 2100. This would be a required class with or without credit. The next step in the</p>   |   |

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| <p>a. Need to schedule John Smail for a College meeting</p>            | <p>process will be a work session to write the RFP. Vicki, Tina Heafner and Chris O'Brien will do that work. A grant of up to \$25,000 may be available to support this work. Mary Lynne received a message from John Smail. He is requesting some time at one of our spring faculty meetings to inform our faculty of campus-wide work on the QEP project.</p>   | <p>Mary Lynne will schedule John for a spring meeting of the college.</p>  |
| <p>6. Piloting online course evaluations Spring 2012- <i>Melba</i></p> | <p>Melba informed the Council that the College of Education has been selected to pilot the spring online course evaluations. The entire university will take part in the next year. Student Voice is now called Campus Labs. We should expect some kinks in the system but overall, it should work well. We will work with faculty to walk their students through their responses. This new information on evaluations will need to be built into course syllabi.</p> | <p>Chairs – Alert your faculty to this new evaluation procedure. Melba will send out electronically the language for course syllabi regarding the online course evaluations.</p>             |
| <p>7. GASP Funding proposal</p>  | <p>The rules to qualify for GASP funding continue to change. As doc students graduate, their funding becomes available. Students need to be approved for an assistantship before the deadline. Since the deadline for qualifying for GASP funding is April 15<sup>th</sup>, we need to interview for assistantships for the fall now. Emily will have a vacancy in January which</p>  | <p>Work with your programs to interview incoming doctoral students for graduate assistantships for the Fall so that GASP and assistantship offers can be part of the admissions package.</p> |

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|   | <p>has GASP funding. Let her know of any doc students who would be appropriate. Remember that Graduate Assistants and their tuition should be built into grant proposals.</p>  |  |
| <p>8. Holiday/ event reminders</p> <ul style="list-style-type: none"> <li>a. Teaching Fellows reception – 12-8</li> <li>b. Holiday luncheon- 12-8</li> <li>c. Commencement – 12-17 (3 p.m.)</li> <li>d. Dean’s luncheon for staff – 12-19</li> <li>e. Calhoun’s party for Leadership Council – January</li> </ul> | <p>The Chancellor’s Reception for Teaching Fellows is Dec 8<sup>th</sup> at Bissell House. Superintendents and community leaders are invited.</p> <p>The Reading Day Progressive Luncheon is also on Dec 8<sup>th</sup>. It starts at 9:30; lunch is at 11:30 in the atrium.</p> <p>Lineup for Commencement begins 1 hour prior to the ceremony. Melba added that they are using the card distribution system again.</p> <p>The Dean will be taking office staff out for her annual holiday luncheon on Dec. 19.</p> <p>The Calhoun’s party for Leadership Council will take place in January. Time and place TBA.</p> | <p>The party has now been scheduled for Saturday, Jan. 21, 6:30 p.m, Zen Fusion.</p> |
| <p>9. Other business?</p>   | <p>Amanda provided a First 3 update. Funding has been received from the Z. Smith Reynolds Foundation. There will be 24 first year teachers that will receive iPads and training from Apple. Crutchfield in Stanley County has now become a partner in</p>  |  |

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|                     | expanding the First 3 program. |                           |

Meeting adjourned 12:05 p.m.