

**Minutes**  
**College of Education Leadership Council**  
**Monday, February 14, 2011**  
**10:00 a.m. - 12:30 p.m.**  
**COED 205**

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

<b>AGENDA ITEMS</b>	<b>DISCUSSION</b>	<b>ACTIONS/NEXT STEPS</b>
1. Development news <ul style="list-style-type: none"> <li>a. Linda Breen's resignation</li> <li>b. Handling duties</li> <li>c. Plans for the future</li> </ul>	The Dean stated that it will be a tough time with the unexpected resignation by Linda, however, we will be receiving help from the Office of Development. The job description will be posted this week. A short term consultant is possible.	Start compiling a list of department specific items such as scholarships/donors that will need to be discussed when the new Director of Development is hired.
2. Plagiarism detection – <i>Vicki Jaus</i>	Vicki , with help from the Office of Legal Affairs and Dane have drafted a consent form and a statement to be posted in TaskStream's "Turn it in" for the Electronic Licensure Portfolio that refers to their work being submitted to a plagiarism detection agency before a license is issued. The statement would also be included in the syllabi. Some concerns were discussed about the implications of the "limited Copyright" –Will students still have an opportunity to publish their work professionally?	Melba will bring this issue to the Professional Education Council for discussion. <b>Next step:</b> Form a group with representation from academic departments and OFE to further discuss this. Inform Vicki who your rep is. Return to the discussion in the March meeting.

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3. Diversity Report Card	UNC Charlotte ADVANCE Faculty Diversity Scorecard, which is a new tool for us to monitor our progress in diversity, was discussed. COED was chosen to pilot the study. Discussion centered around gender and ethnicity findings. Data states our sense of community is strong and diversity equity is positive. Joyce asked if non-tenure track people can participate in the next study.	Discuss the findings at your department meetings and encourage more participation in future surveys.
4. Status check: Faculty Awards – nominations	Victor stated that there are 6 Teaching Award nominees and one each for the Research Award and Sustained Service to School Award. Deadline is 2/15. <a href="http://education.uncc.edu/coe/awards">http://education.uncc.edu/coe/awards</a>	Encourage nominations from your department by 2/15.
5. Annual leave reports for COED (bottom line: take vacation!)	A report of faculty and staff that have taken less than 35 hours vacation time was passed around. The Dean asked everyone to check on their people and make sure that they are taking their leave and submitting leave forms.	Encourage people in your department to take vacation time. (We all need vacation!)
6. Annual review of EPA staff	Academic Affairs is suggesting using a more standard process for EPA Staff annual reviews. The Council agreed on the use of this form with a self-reflection added to the document as well as annual goals. We will use the April 15 date as the due date.	Bonnie will provide a list of EPA Staff and Supervisors. Communicate this information with your EPA Staff and Supervisors. Melba and Mary Lynne will develop a memo to send to all EPA staff and their supervisors about this process.

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7. COED meeting, 2-18-11	<ul style="list-style-type: none"> <li>➤ Diversity Survey</li> <li>➤ Vote on Conceptual Framework</li> <li>➤ RPT document</li> <li>➤ Civic Minor in Urban Education</li> <li>➤ Save the Date May 7</li> </ul>	Civic Minor is deferred until March.
	-break-	
8. Status check: searches	<p><b>EDLD</b> – Brenda McMahon will replace the Ann McColl position</p> <p><b>REEL</b> – Ian Binns will replace the Sarah Ramsey position for Science Ed</p> <p>Mike Putman, Associate Professor position</p> <p><b>SPCD</b> – Lindsey Flynn in the Richard White position.</p> <p><b>MDSK</b> – Bettie Ray Butler, Traore position.</p> <p>Distinguished Prof – By 2/21 we will have an answer from Chance Lewis.</p>	
9. Archibus requirements – <i>Melba Spooner</i>	Melba discussed the importance of completing the space management program of Archibus for the rooms that have not yet been done. She asked for it to be updated by next month. A training will be held on 2/18.	Encourage your admin to complete the space management program and attend training if necessary.
10. New allocations from General Administration for Distance Education course development	A new allocation of \$20,000 has become available for online work. The Dean is now accepting proposals from Chairs for online	Proposals for summer pay should be developed, with deliverables identified. Payment for faculty will occur on June 30.

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	course development (with preference to 2 + 2 baccalaureate completion programs.) Course development must be completed by June 30.	Course development must be completed by that date.
11. Discussion/ recommendations regarding chair's annual reviews of faculty performance	Based on the recommendation of the Future of the Faculty Committee, the Dean recommends we drop the labels of meets/exceeds expectations in annual reviews and replace with a narrative at the end of the letter that provides a clear plan with guidance for the next high stakes personnel review.. The Council agreed to this change.	Alert faculty to this change of format. (Mary Lynne will provide overview at March meeting of the Faculty.)
12. Other Business	<ul style="list-style-type: none"> <li>▪ There is a proposal to raise the grad admission GPA to 3.0. We need to provide feedback to Jeanneine Jones to bring to the Graduate Council.</li> <li>▪ Michael Matthews is on a subcommittee seeking volunteers to pilot online course evaluations for face-to-face courses. We need 8 sections of classes for this pilot.</li> </ul>	<p>Mary Lynne and Melba will write a response for Jeanneine.</p> <p>Alert your faculty to respond to Valorie McAlpin and Michael Matthews.</p>

Meeting adjourned 1:10 P.M.