

Minutes
College of Education Leadership Council
Monday, March 11, 2013
10:00 a.m. - 12:30 p.m.
COED 110

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

AGENDA ITEMS	DISCUSSION	ACTIONS/NEXT STEPS
1. Check-in/ news of the community	<p>Mary Lynne shared some medical issues of the college; Joyce updated the council on her husband's medical condition, Mary Lynne informed the council on Cornelia Auten's diagnosis of viral meningitis, and Valorie Balog's son has been hospitalized.</p> <p>The following new faculty will be joining us this fall:</p> <ul style="list-style-type: none"> ➤ Erin Miller, Assistant Professor REEL ➤ Sejal Parikh, Assistant Professor, CSLG ➤ Cynthia Vaughan, Assistant Professor SPCD ➤ Joan LaChance, Assistant Professor TESL, MDSK ➤ Michelle Stephan, Assistant Professor, MDSK ➤ Debra Morris, on a part-time basis with preparing CMS Principals 	
2. Cancelling March 15 College meeting/ implications for elections Upcoming vacancies to COED representations to	The ballots for college representatives will take place electronically after nominations at the April 19 th college meeting. Department	Vicki to update Warren on this. Chairs – Review university committee vacancies with your faculty.

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<p>university committees are below. Deadline for submitting names to Academic Affairs is April 30. Can we wait till our April 19 COED meeting to solicit nominations? We also need to elect a Chair on the Internationalization Committee. College Review Committee sequence of elections to be discussed.</p> <p>Faculty Academic Policy and Standards Committee</p> <ul style="list-style-type: none"> ➤ Chuang Wang, Representative ➤ Dan Saurino, Alternate <p>Faculty Employment Status Committee</p> <ul style="list-style-type: none"> ➤ Tehia Starker, Representative ➤ Scott Kissau, Alternate <p>Faculty Information and Technology Services Advisory Committee</p> <ul style="list-style-type: none"> ➤ Drew Polly, Representative ➤ Teresa Petty, Alternate <p>Faculty Research Grants Committee</p> <ul style="list-style-type: none"> ➤ Bruce Taylor, Representative ➤ Paul Fitchett, Alternate <p>Faculty Welfare Committee</p> <ul style="list-style-type: none"> ➤ Claudia Flowers, Representative ➤ Gloria Campbell-Whatley, Alternate <p>Graduate Council</p> <ul style="list-style-type: none"> ➤ Kelly Anderson, Representative ➤ Lisa Driscoll, Alternate <p>University Honors Council</p>	<p>elections should take place by the April meeting. For university committees, review with your departments regarding their interest in one of the university committees.</p>	

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<ul style="list-style-type: none"> ➤ Michael Green, Representative 		
<ul style="list-style-type: none"> 3. College of Education Honors & Awards Day/ Alumni Reunion <ul style="list-style-type: none"> a. Saturday, May 4? We could feature the Cato Teaching Discovery Mural b. Get correct spending balances for scholarships and awards c. Activate Scholarship Committee 	<p>Bonnie stated that there will be money for honors and awards this year. She will get the spending balances. The Saturday afternoon event will take place in the Goudes Room with refreshments in the atrium on Saturday, May 4th.</p>	<p>Reserve the Goudes Room and the Atrium for the event.</p>
<ul style="list-style-type: none"> 4. Check in/ updates on some issues of importance to the College: <ul style="list-style-type: none"> a. NCATE b. SACs c. Discussion on use of P-cards 	<ul style="list-style-type: none"> a) Melba stated that the report has been uploaded to the NCATE Management System with the help of Laura and Dane. She will contact the committee chair next week to see if there are any questions. The third party review will be in May and the offsite visit in July. b) The SACS on-site visit will be March 25-28. Tuesday afternoon the committee will interview MSA and READ programs that have offsite delivery. On Wednesday Vicki (for QEP), Tina Heafner and Susan Harden will take part in the interviews. c) Bonnie reviewed the use of p-cards regarding travel arrangements so that faculty do not need to lay out their own money. It can also be used for ordering 	<p>Alert your department to use the p-card for travel and prepayments. Travel advances should also be used.</p>

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<p>d. How is the “shared phone” experiment working?</p> <p>e. Dean’s Search</p>	<p>supplies. Travel advances were also encouraged. When possible, the p-card should always be used.</p> <p>d) Jan stated that the shared phones in REEL has allowed them to offer more travel money for their faculty. The phone extensions need to be advertised more. Departments should let Kathie know so that they can be entered into the phone directory for easier contact.</p> <p>e) Dawson announced that background and schedules will be sent out for the 4 finalists. Meetings will take place for public forums, presentations, department chairs, coordinators and students. Formal feedback will be accepted. The committee will meet with the Provost to review each candidate.</p>	<p>REEL and MDSK – Send Kathie telephone extensions to be added to the college phone directory.</p>
	<p>~ Break ~</p>	
<p>5. SLO/ Annual Reports strategies and timeline – <i>Emily Stephenson-Green</i></p>	<p>Emily reviewed the Office of Assessment webpage for accessing the SLO data for completing your annual reports. The shared drive contains the reports that have already been done. She recommended that you look back at the feedback from 2011-12 for report changes that were to be made. The 2012-13 draft should include those changes and revisioning. Go to the website for the 2012 data to be uploaded into your report. Meetings to</p>	

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	<p>discuss the data need to take place. A discussion on changes to be made for 2013-14 should take place. After chairs approve, email Emily so she can review and upload.</p>	
<p>6. Roadmap to MTEL</p>	<p>This will be important work to get our students ready for these tests. Students have taken the practice test in order to get an idea where our students are at. Results in math and science were not very good. The math department will be contacted to help. Results in general education were not so bad. This summer a task force will meet to plan and develop an action plan to get our students ready for the new requirements to pass the test. There will be summer stipends for the team. Workshops will be developed to prepare students. NC will have a website available for practice tests and resources such as where testing centers are located.</p>	
<p>7. Updates on our BIG events</p> <ul style="list-style-type: none"> a. Diane Ravitch lecture and campus event-March 20 b. Cato Teaching Discovery Mural dedication – April 22 	<ul style="list-style-type: none"> a) The Diane Ravitch RSVPs are due tomorrow. If space is available, an electronic invitation will be sent out to the entire faculty for the Center City event. Encourage students to attend the McKnight event. b) Construction of the brick for the mural will begin when the first artist comes in on March 17. The dedication will take place on April 22 from 3pm to 4:40pm. Only those 	

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	that have donated will be invited to the event. Middle Grade students and their mentors will unveil the mural. Teaching Fellows will also be invited to attend.	
8. Other business?	<ul style="list-style-type: none"> ✓ Evaluations of SPA staff are due April 15. EPA Staff to do a self-reflection and send to their supervisor. Mary Lynne will send out the form to use. ✓ Bonnie stated that she will work with chairs on the advertisements for part-time faculty pools. 	Complete evaluations for SPA staff. Remind your EPA Staff to complete a self-reflection.

Meeting adjourned 12:10pm.