

Minutes
College of Education Leadership Council
Monday, March 12, 2012
10:00 a.m. - 12:30 p.m.
COED 205

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

AGENDA ITEMS	DISCUSSION	ACTIONS/NEXT STEPS
<p>1. Review of RPT list for 2012-2013</p>	<p>Mary Lynne reviewed the RPT list from Academic Affairs for 2012-2013 with the chairs for accuracy. Let her know if there are changes. She asked that you check with your colleagues that are going up for promotion to Full Professor which is optional. We will need an email in writing if they are deferring. Review with your faculty that are being reviewed and let them know that the Dean will be having workshops, dates TBA. Dane stated that the electronic submission process may need to be changed to Moodle. He has a meeting tomorrow and will have more info. Reminder: Chance and Diane will be meeting with Associate Professors who may be going up for Full Professor review this Friday.</p>	<p>Chairs – review with your faculty that are up for review. Let the Dean know of any changes. For the ones deferring promotion to Full, have them send an email to the Dean.</p>

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2. Planning for university/ college faculty elections for 2012-2013	Mary Lynne reviewed the vacancies for departmental and college elections (handout). Nominations will be taken at this Friday's college meeting for representatives/ alternates for the university committees and an electronic ballot will be sent out the following week. Please note that there is a new committee for a Part- Time Faculty representative/ alternate. Please obtain approval before nominating them for office.	Use your March or April department meetings to elect vacant committee appointments. Inform Mary Lynne/ Kathie when chairs of department committees are elected. Inform Kathie of the newly elected names. Obtain approval from your part time faculty representative before nominating them for the new committee.
3. Report from ITAC Committee - <i>Dane Hughes</i> <ul data-bbox="331 841 884 1143" style="list-style-type: none">• Computers for grant-supported personnel • Macs as supplementary equipment	Dane presented on the college's PC replacement policy which has been every 3 years. With funding difficulties it has been changed to 4 years. It was agreed that we should continue the policy on funding through grants for computers for grant personnel. Dane informed the council that ITAC has agreed to a pilot with the Dean's approval for supplemental use and support of MAC laptops. ITAC will review this pilot annually.	
4. Third Party endorsements – strategic planning	NCTQ has partnered with US News to rank teacher preparation education. AACTE has urged us to prepare to respond when the reporters call for	Let Mary Lynne know of any additional supporters that were not mentioned.

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	<p>our response by having a list of third party supporters. The Dean distributed the AACTE form and asked for names of our supporters. She would like to meet with them and may ask you to attend as well. It was also suggested that she get on the SWEA agenda.</p>	
<p>5. Faculty licensure status check – <i>Melba Spooner, Amanda Macon</i></p>	<p>Amanda and Melba stated that there has been a policy change for a methods license. For those that have a methods license they will be able to renew but it will be difficult for those that have never had one or has let it lapse. Amanda will get a list to you of faculty in your department that this will affect.</p>	<p>Amanda to send a list to the departments of faculty that are affected.</p>
<p>6. Some Distance Education issues – <i>Melba Spooner</i></p>	<p>Melba reviewed the agenda from her meeting with Evelyn Wingate and Dennis McElhoe from Distance Ed. Some points that were discussed were; the higher rate in tuition for on campus and online courses as opposed to the DE tuition which is lower, the need for advising for the DE students, and student authenticity for exams and writing assignments. This information needs to be added to course syllabi.</p>	<p>Add this information to course syllabi.</p>

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7. Should we plan an Honors & Awards Day for Spring 2012?	Tim stated that he has not received the endowment report to know where we stand financially. He will look into reserving the Harris Alumni Center for May 5 or 6 depending on availability. There was discussion on whether to hold the event on a Saturday or Sunday. It was agreed that we should wait on the availability before making that decision.	Tim will report back to the Dean.
~break~		
8. Review of COED agenda for 3-16-12 a. Any feedback/ emerging issues re RPT revision?	Mary Lynne reviewed the agenda for this Friday's faculty meeting which includes a vote on the By-Law amendment to include an ex officio, nominations for representatives to university committees, the 2 nd reading of the revised RPT document with ballot following the next week, update from Dane on IT issues, an online course evaluation update from Melba and News of the Community.	
9. Reporting requirements for Spring – refresher course, reminders, strategies – <i>Mary Lynne, Melba, Emily, Dane</i> • Faculty Annual Reports – due April 15 ○ Emphasize “sustained service to schools”	The Dean reviewed the reports that need to be completed in the coming months. Please ensure that your faculty submit their annual report to you by	Kathie will send out electronically the Faculty Annual Report. Faculty Annual Report due 4/15.

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<ul style="list-style-type: none"> ○ Chairs complete letters no later than June 1 ○ Reminder: Chairs should compile non-duplicative master list of faculty publications and submit electronically to Dean by July 1 (organized by published books, book chapters, refereed journal articles) ● Evaluation of administrators <ul style="list-style-type: none"> ○ Chairs, Associate Dean, Dean – complete self-reflection and send to supervisor by April 1 ○ Appropriate faculty committees (DRC, CRC) complete analyses and send to administrator’s supervisor no later than May 16 ○ Other members of Leadership Council – complete self-reflection and send to supervisor by April 15 ○ Supervisors complete letters no later than June 1 ● Departmental and College Annual Reports <ul style="list-style-type: none"> ○ Departmental reports (using Strategic Plan template – with annual progress report for each goal) due electronically to Dean by June 13 (date may need to be adjusted once Academic Affairs deadline is announced) <ul style="list-style-type: none"> ▪ Departmental Annual Reports <u>must</u> include the next round of SLO reports 	<p>4/15 so you can write their letter by 6/1. Mary Lynne reminded chairs to summarize at the end of the letter on their progress to the next review. Please also ensure that the publications taken from the reports are in correct APA format since this is used on the master college list of publications distributed in August.</p> <p>Please pay close attention to the due dates for your position.</p> <p>Please adhere to the changes in reporting this year.</p> <p>New for this year are separate</p>	<p>Chairs letters due 6/1.</p> <p>Publication list due 7/1.</p> <p>Chairs to review publications for APA format accuracy.</p> <p>Chairs, Associate Dean and Dean self reflections due 4/1.</p> <p>DRC and CRC send their letter to administrator’s supervisor by 5/16.</p> <p>Other members of Leadership send to their supervisor by 4/15. Supervisors complete letters by 6/1.</p> <p>Department Annual Reports due to Dean by 6/13.</p>

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<p>(which will be submitted as appendix to Annual Report- please do not insert Program SLO reports into the Annual Report)</p> <ul style="list-style-type: none"> ▪ SLO reports require integration of new Electronic Evidences for teacher education and MSA programs • Department of Public Instruction Program Review <ul style="list-style-type: none"> ○ 1st DPI Review for Program Approval – ELED and MSA Pilot - portfolios are due in Raleigh on June 1 (Copy of procedures?) ○ Are there any revisions needed in rubrics and/or portfolios? Due to Emily in advance of June 1 so they can be to Dane by June 1? • NCATE preparation <ul style="list-style-type: none"> ○ Faculty information survey ○ Status check: Institutional Report <ul style="list-style-type: none"> ▪ The Melba/ Mary Lynne review ▪ Course outlines ▪ Other? • Provost budget report – mid-May (Bonnie and Mary Lynne) <ul style="list-style-type: none"> ○ Justifications for retaining faculty positions need to be submitted to Mary Lynne by May 	<p>appendixes for the SLO reports. Do not insert in the annual report.</p> <p>Mary Lynne and Melba met and reviewed the information for the standards. The committees will provide feedback. Melba stated that we still need to work on the faculty information survey for fall 2011 and spring 2012. Please ensure that your part time faculty complete this too.</p> <p>Mary Lynne and Bonnie will meet with the Provost in May (it has been scheduled for June 8) and provide a presentation on the college budget needs.</p> <p>Mary Lynne requested that if you</p>	<p>DPI Program Review due 6/1.</p>

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<p style="text-align: center;">1</p> <ul style="list-style-type: none"> ○ Please discuss any additional resource needs with Mary Lynne during the next month (but please manage expectations) • IHE Performance Report – likely due in June <ul style="list-style-type: none"> ○ Melba, Emily, and Mary Lynne will take the lead but may request assistance • How can we support each other through this very intense, high-demand, high stakes time? 	<p>have retiring faculty in your department, please let her know. We have received resignation letters from Hal Jaus and Theresa Perez. Justifications will be needed to search for these positions by May 1. Mary Lynne will discuss additional resource needs with chairs in her meetings with them, such as startup, equipment needs, part time needs, etc.</p> <p>The IHE Report which goes to the State Board of Education is due in June. Your help may be needed.</p>	
<p>10. Other business?</p>		

Meeting adjourned 12:50pm.