

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

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

Absent: Victor Mack

AGENDA ITEMS	DISCUSSION	ACTIONS/NEXT STEPS
<p>1. Quick items/ reminders</p> <p style="padding-left: 40px;">a. Update from Graduate Council regarding raising undergraduate GPA requirement</p> <p style="padding-left: 40px;">b. Administrators' self-reflections/goals for 2011-2012 are</p>	<p>Tuition Grants – The Grad School has renewed funding for the doctoral graduate assistantships which have been awarded to Counseling, C & I, and EDLD. Dean Reynolds has sent a letter to Graduate Coordinators stating that there is very little new tuition money available. For those of you that are writing grants, build in a tuition stipend into your grant for your graduate assistant.</p> <p>The Dean thanked everyone for their input which was well received by the Graduate Council. We can establish our own GPA average for our Graduate Certificate people. A 3.0 will be required for admission to Master's and Doctoral degrees and that GPA will be based on the most recent academic record.</p> <p>EPA staff as well as faculty will do the self-</p>	<p>Inform faculty who are writing grants to add in a tuition award for the graduate assistant (s) supported by the grant.</p> <p>Alert your faculty, staff and staff</p>

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<p>due to supervisors on April 15</p> <p>c. Reminder: ongoing obligation regarding External Activities for Pay</p> <ul style="list-style-type: none"> i. Policy #88 Secondary Employment of Employees Subject to State Personnel Act ii. Policy #1 External Professional Activities of Faculty and Other Professional Staff Exempt from the State Personnel Act Attachment A Notice of Intent to Engage in External Professional Activities for Pay <p>2. Campaign updates</p> <ul style="list-style-type: none"> a. Welcome, Tim Rogers. 	<p>reflection which is due to their supervisor by April 15.</p> <p>Remind your staff and faculty of their obligation to disclose in advance and get approval for paid external activities such as consultations, jobs, etc. Secondary employment for SPA staff must be approved in advance.</p> <p>The Dean introduced Tim Rogers, our part time temporary consultant who will be taking over the development duties for the next 3 months while the search is going on for a new college director of development. Tim, who has his own fundraising firm in Charlotte, has led many high profile and successful campaigns. He will work 2 days per week and will plan the May 7th</p>	<p>supervisors of the due date of April 15.</p> <p>Remind your faculty/staff of this requirement at your next department meeting.</p>

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<p>b. Coastal Carolina event, April 16.</p> <p>c. May 7 College anniversary gala – Harris Alumni Center</p> <p>i. Can you help identify former colleagues who should be invited/ their addresses?</p>	<p>Anniversary Gala, visit donors and recruit Advisory Council members.</p> <p>Our next birthday party will be held on Saturday, April 16th on the coast at the home of our alumni, Carolyn Felton.</p> <p>The College’s Anniversary Gala which will be a cocktail event will be held at the Harris Alumni Center on May 7th. Faculty, staff, alumni and Emeritus faculty are invited. The Council worked on a list of names of retired faculty and faculty/staff who have resigned that we should invite.</p>	<p>The Dean invited everyone to attend if they will be at the beach that weekend.</p> <p>Gather contact names and addresses of these former colleagues and forward to Kathie by the end of the week. Let Mary Lynne know of any others that should be invited. Mark your calendars for this event.</p>
<p>3. Policy on repeating student teaching – <i>Joyce Frazier</i></p>	<p>Joyce presented a draft with updates obtained from the Professional Educational Council on the policy of repeating student teaching which was last visited in 1997. The Council discussed additional changes to the policy. Joyce made the motion that the new policy be approved, Lee Sherry seconded the motion. The new policy is now approved. Joyce will update the form.</p>	
<p>4. Plagiarism detection follow up – <i>Vicki Jaus</i></p>	<p>As discussed at last month’s meeting, a group was formed to discuss this issue and the university attorney was also consulted. It was determined that students will have</p>	<p>Students will need to be informed of the statement and consent form.</p>

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	the right to publish their work after it has been submitted through the plagiarism detection agency. Dane will build in a link in TaskStream for "Turn it In".	
5. Overview of COED meeting 3-18-11	<ul style="list-style-type: none"> ➤ Dane will present information on changes on the college's website faculty/staff pages. ➤ Dane will also request usernames and passwords for phase 3 for the change from Novell. ➤ Nominations for college reps for university committees ➤ Update on the revision of the RPT document ➤ Conceptual Framework 1st reading ➤ Acknowledgment of building renovations 	The website URL updates will be deferred till a later time (per Dane, 3-16-11)
	~ Break. Following the break, meeting will focus on items of interest to academic departments. ~	
6. Faculty elections a. College representatives to University committees: nominations to be received at Friday's meeting b. Departmental representatives to	The Dean read the descriptions of the university committee representatives that will be called for nominations at Friday's meeting. Mary Lynne went over each college	Kathie will send out the university committee descriptions electronically to chairs. Chairs - Elect representatives at your

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<p>College committees: elections to be held in departments</p> <p>c. Clarification of DRC terms of service/ DRC chairs</p>	<p>committee to determine what elections need to take place in departments.</p> <p>A clarification was discussed on the terms of office for DRC committee members: Each department should elect two DRC members each year: one for a 2-year term and one for a 1-year term, to assure continuity.</p>	<p>department meetings for the vacant positions on your college committees.</p>
<p>7. Progress report on revision of RPT document – <i>Mary Lynne & Melba</i></p>	<p>The Dean stated that the document is progressing well but we will not have a final draft in April as anticipated. We will continue to work through the spring and will have the vote in early fall instead. The new section on clinical faculty is not yet ready to move forward. The guidelines for dossier preparation changes will be ready and will be discussed at Friday’s meeting. A dossier prep class will be held by Mary Lynne in April.</p>	<p>The five subcommittees working on RPT revisions should continue working through the Spring and submit questions/ recommendations/ suggestions to Jeanneine and Bruce by the end of the semester.</p> <p>Jeanneine, Bruce, Melba, and Mary Lynne will pull all the material together over the summer and have a draft ready for faculty review in early Fall.</p>
<p>8. Continuing the conversation about annual letters of review for faculty</p>	<p>The conversation continued regarding the words meets/exceeds in the annual review letters. At the COED Faculty Council it was disclosed that many faculty like the wording of the document although it can be misleading. In the Council’s discussion, it was affirmed that the format for the letters is an administrative decision, and it was the consensus of the chairs to omit</p>	<p>Mary Lynne will develop some templates for the Annual Review letter and share at the next meeting.</p>

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	the meets/exceeds/does not meet labels in describing the 3 areas of professorial achievement. Instead, Chairs will write a concluding paragraph on the candidate's progress toward the next review.	
9. Other business?		

Meeting was adjourned at 12:35 p.m.