

**Minutes**  
**College of Education Leadership Council**  
**Wednesday, April 10, 2013**  
**10:00 a.m. - 12:30 p.m.**  
**COED 110**

**Present:** Mary Lynne Calhoun, Dawson Hancock, Vicki Jaus, Melba Spooner, Warren DiBiase, Bonnie Morton, Victor Mack, Hank Harris, Tim Rogers, Laura Hart (OFE representative), Amanda Macon, Jan Hinson, Lee Sherry, Emily Stephenson-Green.

<b>AGENDA ITEMS</b>	<b>DISCUSSION</b>	<b>ACTIONS/NEXT STEPS</b>
<p>1. Updates/ status checks</p> <ul style="list-style-type: none"> <li>a. Review of administrators, 2013 (self-reflections due April 15)</li> <li>b. SPA reviews</li> <li>c. Reappointment of faculty whose contracts are ending</li> <li>d. Format/timeline for department and college annual reports</li> <li>e. Any budget news?</li> </ul>	<p>Self-reflections are due April 15. Department chairs need to send their review to their DRC for circulation. Lee and Hank have been reappointed for another 3-year term so no review is due for them.</p> <p>Bonnie stated that the SPA reviews are 50% complete. Deadline to HR is 4/30. The reappointment process is going on. Bonnie stated that her office is completing those on grants and contracts.</p> <p>Faculty annual reports are due April 15. There may be a new format for the college report. Keep collecting data but do not put into the report until we receive guidance from AA.</p> <p>Bonnie reported that no news from the state. Continue to spend as usual. Dawson attended a UNC meeting with the state legislature. He said there are</p>	<p>Chairs – send to your DRC for circulation in your department.</p> <p>Complete the SPA reviews.</p> <p>Revised format has now been received from AA and distributed to the departments. Use this new one! mlc 4-23-13</p>

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<p>f. Cato Teaching Mural dedication – April 22, 3-4:30</p>	<p>concerns on budget cuts from the Governor and the increase in out of state tuition.</p> <p>The next party on the agenda is the dedication of the Cato Mural. The day starts at 3pm with a brief program. The Dean and Tim will meet with the Advisory Council earlier at lunchtime. This event is this Advisory Council’s last one.</p>	
<p>2. Trends in colleges of education (some notes from the AACTE conference)</p>	<p>Mary Lynne shared some trends that Eduventures presented at the AACTE conference.</p> <ul style="list-style-type: none"> <li>• Enrollment in Master’s degrees in education are tanking across the nation because school systems are finding it more difficult to provide tuition support for teachers seeking master’s degrees and some school systems/policy makers seek to decouple teacher pay from credentials and shift to pay for performance.</li> <li>• Distance Education and online education is now considered mainstream where the thought used to be that they were in competition with on-campus courses.</li> </ul>	<p>As the College moves toward the next strategic planning cycle (2015-2020), innovative ways to think about master’s degrees should be explored.</p>

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3. Review of agenda for COED meeting, April 19	Mary Lynne reviewed the agenda for the April faculty meeting. She asked that you encourage your faculty for nominations for university committees and be prepared to honor your retired faculty.	
4. Planning for Honors & Awards Day, May 4, 2-4 p.m. <ul style="list-style-type: none"> <li>a. Scholarship/ honors recipients</li> <li>b. Presenters</li> <li>c. Invitations</li> <li>d. Refreshments</li> <li>e. Program</li> </ul>	Honors & Awards Day will be held on Saturday, May 4 in the Goudes Room and the college atrium. There will be 42 recipients. Students were notified this morning. Presenters need to be arranged. Victor and Misty will present the Beginning Teacher Award. Tim will work with Lisa on the invitations, refreshments and program.  A tour of the Cato Teaching Discovery Mural will follow the awards presentation.	
Following break agenda will focus primarily on issues related to academic departments	**** break*****	
5. Peer Observation of Teaching update/ new processes – <i>Tracy Rock</i>	Tracy Rock presented on the revised process on Peer Observation which will be implemented this fall and will now include part time and clinical faculty. Sessions on the new process for the TOT	Recruit regular and clinical faculty for new TOT members. Alert new part time faculty of this process. Alert your mentors of this new

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	<p>team will be in the fall. Additional members will need to be recruited. Alert any new part time faculty about this process which will be a requirement. Course mentors will need to be part of this new process and will need to attend the trainings. Please make sure the mentors are aware of this additional duty.</p>	<p>duty.</p>
<p>6. RPT reviews for 2013-2014</p> <p>a. Set up dossier preparation workshops</p>	<p>The RPT list for 2013-14 was distributed and reviewed. Mary Lynne will send out emails to all going through a review and inviting them to a dossier workshop to be held on May 3 in COED 205.</p>	<p>Faculty scheduled for Promotion to Full Professor (which is NOT mandatory) should let Chair/Dean know by April 18 if they plan to seek promotion. If not, they will participate in Tenured Faculty Performance Review next year.</p>
<p>7. Course scheduling/ room assignment guidelines – <i>Melba Spooner</i></p>	<p>Melba provided guidelines for the scheduling of our courses. Because of limited space we are being asked to schedule classes out of prime time and/or on Fridays. Melba has been asked to provide reasons on why we cannot schedule Friday classes. She requested that when scheduling independent study classes, schedule them as M-F. Mary Lynne asked that chairs share this with their faculty as guidelines for scheduling.</p>	<p>Chairs – share these guidelines with your faculty.</p>

Meeting adjourned 12:20 pm