

Minutes
College of Education Leadership Council
Monday, May 9, 2011
10:00 a.m. - 12:30 p.m.
COED 205

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

AGENDA ITEMS	DISCUSSION	ACTIONS/NEXT STEPS
1. May 3 debrief	Council members shared their observations on the event which was very well attended by alumni, students, faculty and staff (past and present). Everyone enjoyed the event. The next party will be the dedication of the Teaching Mural next year.	
2. Summer meeting schedule a. Change June 6 time to 9 a.m. b. July: LC July 18; individual appts. July 25 c. August: LC Aug.15; appts. Aug. 22 or Aug. 29?	A time change for the next Leadership Council for June 6 th to 9:00am was announced. Individual appointments will be on June 13 th . The July meeting will be held on July 18 th with individual appointments on July 25 th . The August meeting will be held on August 15 th and individual appointments on August 22 nd .	Note the Leadership Council meetings and individual appointments on your calendar for June, July and August. David and Victor need to schedule their summer appointments.
3. University policy on electronic communications	Dane reported on the university policy on email content. He cautioned that emails are not secure and can be requested by	A brief announcement will be made in the August college meeting.

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	<p>the public. Do not assume that your emails are private. Care should be taken in its content. He encourages everyone to set up a personal email account for personal emails and use the university one for work use only.</p>	<p>Share this information within your department.</p>
<p>4. Update on National Council on Teacher Quality demands</p>	<p>Mary Lynne reported that this group, which has its own standards that it uses to grade schools and colleges of education, will be doing a national rating project in partnership with US News on teacher preparation programs. We have refused voluntary participation because of the amount of information needed, but have been advised by our legal team that we may have to participate due to public records laws. We will need to keep track of our time and services for billing purposes. More information to follow.</p>	<p>A meeting is set for Thursday with Jesh Humphreys, Associate General Counsel, to develop our response plan.</p> <p>You may be contacted by Mary Lynne for help with submitting information. Keep a record of your time spent.</p>
<p>5. Update on accreditation planning: the 6 NCATE standards –Melba</p>	<p>Melba provided an update on the accreditation process and provided a timeline leading up to the visit in Fall 2013. Chairs have been asked to provide inventories and course outlines. A summary of our standards was distributed. Chairs for each of the standards are in place. The next step is to set up the committees. We need smart, savvy people for this important committee work.</p>	<p>Departments need to provide your course outlines to Melba.</p> <p>Melba will contact chairs for names for the committees.</p>

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	~ Break – 2 nd half of meeting ~ for chairpersons	
6. The “warm” syllabus	Mary Lynne provided a handout on creating a syllabus that students will view as positive and friendly. As faculty are working on their syllabi over the summer, this tool should be shared with them to create a warm classroom climate.	Chairs - share this tool with your faculty.
7. Terminal degrees chart requirement: SACS	We have been asked to complete a terminal degree list for each program that the college provides for SACS. A template was distributed along with an example. List each degree in your field of study and provide the appropriate information.	Complete this template by the end of the week. Mary Lynne and Melba will review the charts on Monday of next week.
8. Status check: Annual reports	Templates for the annual report have been sent electronically and are due June 17 th . If needed, Emily will provide help on the data.	Submit your department report to Mary Lynne by June 10 th .
9. Need to schedule reappointment conferences	Mary Lynne reminded chairs that they will need to schedule a conference with her and your faculty member that just went through reappointment to discuss progress towards tenure.	Contact Kathie to schedule a one hour meeting in the month of May or June.
10. Resolution from the UNCC Student Senate	The Dean discussed a resolution from the Student Senate on requesting that academic departments are to email the class list serve when a professor reports that he or she is cancelling his class. Alert	Chairs – alert faculty and staff to this new procedure.

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	you faculty and office staff to this legislation and help prepare them for this task. Dane can provide some guidance and will be asked to attend the office manager meeting.	
11. Other business	No further business.	

Meeting adjourned 12:25 PM.