

Minutes
College of Education Leadership Council
Monday, May 6, 2013
10:00 a.m. - 12:30 p.m.
COED 110

Present: Melba Spooner, Mary Lynne Calhoun, Dawson Hancock, Tim Rogers, Emily Stephenson-Green, Vicki Jaus, Victor Mack, Laura Hart for Joyce Frazier, Amanda Macon, Warren DiBiase, Jan Hinson, Lee Sherry, Bonnie Morton.

AGENDA ITEMS	DISCUSSION	ACTIONS/NEXT STEPS
<p>1. Update on AURA program – Bernadette Williams – introduced by <i>Bonnie Morton</i></p>	<p>Bernadette Williams provided a brief update on projects that Research Administration is working on.</p> <ul style="list-style-type: none"> ➤ The Conflict of Interest process and External Pay will be moving away from paper to an electronic system. Trainings will take place. ➤ An electronic travel and expense process in Banner 	
<p>2. Announcements/ Updates</p> <p style="padding-left: 40px;">a. Major gift to College to be announced on May 22 (you will be invited to reception at Bissell House)</p> <p style="padding-left: 40px;">b. Vicki Jaus’s news</p>	<p>A \$1 million gift in honor of Rusty Goode will be announced on May 22 at a reception at Bissell House. There is not a specific project that this gift supports but it will be an endowment to support Early Educators.</p> <p>Vicki announced her retirement effective at the end of July. She will work half time until the end of December while continuing her work on NCATE and QEP</p>	

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<p>c. Saturday's Honors & Awards Day</p> <p>d. Provost's Budget Presentation June 5 (new position requests (long shots); one-time needs</p> <p>e. How are we doing on our reports? (departmental annual reports; faculty/administrator annual reviews; IHE Performance Report; and the beat goes on)</p> <p>f.</p> <p>g. Please let Kathie/me know about your vacation plans and appoint acting chair (and let us know who that is, too!)</p>	<p>.</p> <p>The Honors and Awards Day event went well with good attendance. A reception followed with a tour of the Cato Teaching Mural.</p> <p>The budget presentation has been moved to June 5. Mary Lynne requested that you discuss your requests at the chairs meeting next Monday. A major cut to the university system has been proposed. The Affordable Health Care Act will also have an impact on funding.</p> <p>It was agreed that everyone is busy writing reports. Emily reminded everyone to put the rubrics online for the annual report. Publications should be sent to Kathie by June 15th.</p> <p>Please let Mary Lynne and Kathie know when you will be taking vacation and who will be Acting Chair.</p>	<p>Chairs – Publications list to Kathie by June 15th.</p> <p>Inform Dean and Kathie of vacation plans and Acting Chair.</p>

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<p>3. Feedback on Clinical Faculty promotion reviews/ preparing for 2013-2014 reviews</p> <ul style="list-style-type: none"> a. Clarifying dossier guidelines (external letters; selection of evidences) b. Identifying candidates for review – Fall 2013 c. Coaching candidates – Chairs; Vicki – Fall 2013 	<p>Feedback is welcome to fine-tune the clinical promotion process.</p> <p>A review of the list of clinical faculty was distributed which shows the initial date of appointment and current contract dates. Speak with your clinical faculty and determine who will be going up for promotion next year. Workshops will be planned for them. Some editorial changes will be made to the guidelines. Vicki will provide coaching in the process for next year's candidates.</p>	<p>Chairs – Identify and speak with your clinical faculty regarding promotion reviews for next year.</p>
<p>4. Personnel matters</p> <ul style="list-style-type: none"> a. All SPA reviews are in – well done! b. Positive reappointment, promotion, and tenure decision letters were received last week c. We need to elect 2 at-large members of College Review Committee this week d. Progress report on current searches <ul style="list-style-type: none"> i. Teacher-in-Residence (OFE) ii. 2-year position Advisor-Lecturer/Clinical Assistant Professor (REEL) 	<p>SPA reviews have been completed. Letters have been received by faculty, all with a positive decision. They will be announced in Tuesday Morning.</p> <p>One more election will take place for the 2 at-large CRC members. A ballot will be sent out on Tuesday.</p> <p>There are 2 searches currently going on. Laura reported that the list has been narrowed down and potential candidates have been emailed.</p> <p>Jan reported that an advertisement in the Charlotte Observer has been submitted.</p>	<p>Update: Lyndon Abrams and Susan Furr have been elected to fill CRC at-large positions.</p>

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5. Brainstorming getting ready for/ welcoming Dean-elect McIntyre	Some items that were discussed were: <ul style="list-style-type: none"> ✓ Telephone needs ✓ Painting ✓ Door signs ✓ Meeting dates for Leadership Council and Faculty Meetings ✓ Keys ✓ Newsletter ✓ Business Cards ✓ A new Associate Dean 	
6. Other business?		

Meeting adjourned 11:35am