

**Minutes**  
**College of Education Leadership Council**  
**Monday, June 6, 2011**  
**9:00 a.m. - 10:30 p.m.**  
**COED 205**

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

<b>AGENDA ITEMS</b>	<b>DISCUSSION</b>	<b>ACTIONS/NEXT STEPS</b>
<p>1. Announcements/ brief updates</p> <ul style="list-style-type: none"> <li>a. Welcome (officially) to Tim!</li> <li>b. Congratulations to C-STEM for \$20,000 gift from NUCOR</li> <li>c. Thank you for your efficient and effective responses to the NCTQ demands</li> <li>d. Status of NC Teaching Fellows program</li> </ul>	<p>The Dean officially welcomed Tim as the college's new Director of Development.</p> <p>Congratulations to C-Stem. The Pre-College program has received a renewed gift of \$20,000 from NUCOR.</p> <p>The Dean thanked everyone for compiling all the work for NCTQ. It is now in the legal department. Forty six hours of time went into this work, which we hope to be reimbursed for.</p> <p>From Betty Doster: NC Teaching Fellows are already at work making a proposal to restore the program next year. There are 35 new TF's this year at UNC Charlotte. It is unlikely there will be a freshman class next year.</p> <p>Other implications in the budget include:</p>	

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<p>e. Website transition – please check your pages and contact Ed</p> <p>f. Provost budget report was completed on May 25</p> <p>g. Course evaluations: review of feedback processes</p> <p>h. Reminder: annual reports from academic departments are due to Dean June 10</p>	<p>all non-resident tuition waivers have been removed from the state budget which puts our partnership with TFA in jeopardy and Teacher Cadet funding will stop. Stay tuned...</p> <p>Since the transition, pages and links are missing on the website. Ed is going through the website line by line. Contact him if you see problems.</p> <p>The presentation went well. Requested one-time money which they may be more willing to provide. Did not receive feedback, as is the custom. Bonnie added that the 3% cut to our operating budgets would not come back.</p> <p>A CD of course evaluations are distributed to the chairs. Paper copies of the evaluations go to the instructor.</p> <p>Annual Reports are due to Academic Affairs by June 17. Emily will help with the data for the Student Learning Outcomes reports. Use the frame of the Strategic Plan and comment on the goals and student outcomes.</p>	<p>Contact Ed if you see problems on the website.</p> <p>Submit your Annual Report to the Dean by June 10</p>

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<p>i. How are we doing with annual review letters for faculty and EPA staff?</p> <p>i. What is the communication route for EPA staff (non-faculty) evaluations? (question for Bonnie)</p>	<p>Complete the annual review letters and submit a copy to the Dean. The Dean will review them at your monthly meeting with her.</p> <p>For EPA staff evaluations, copies go to Bonnie and Kathie who will forward to HR and copy to file.</p> <p><u>Additional Updates/ Opportunities:</u></p> <ul style="list-style-type: none"> <li>○ The Advance Office is recruiting for the next class of the UNC Charlotte Leadership course.</li> <li>○ From the UNC Dean’s Meeting – Workshop for Research Faculty using Teacher Quality research data on June 21 and 22. A travel stipend is provided. Possibility of research collaborations.</li> <li>○ Dissertation Defense - Andy Baxter on Pay for Performance, June 13 2pm -4pm. Friday Bldg Room 6. This presentation should provide good insight into CMS plans.</li> </ul>	<p>Inform Mary Lynne of anyone in your department that would be appropriate for this opportunity.</p> <p>Dawson Hancock recruited Lisa Driscoll and Sandra Dika to participate in this workshop.</p>
<p>2. A quick review of electronic submission of RPT dossiers</p>	<p>Dane will set up folders on the S-drive with sub-folders for submission of the RPT documents. Candidate and chairs will have access. On Sept 1<sup>st</sup>, the candidate’s access closes. Then the DRC, Chair, CRC and Dean</p>	

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	will have access. This information will be sent out to those that are preparing their dossier.	
<p>3. Review (and opportunity to improve) processes for faculty awards, beginning teacher award, undergraduate and graduate scholarships and awards</p>	<p>The Dean is preparing a procedural document on awards within the college to systemize the process and avoid confusion on responsibility of processes. A draft was distributed for feedback. The document will be completed during the summer. Depending on availability of funds we are also looking to present the awards at the college event in May.</p>	<p>Chairs – include Tim in the selection process to ensure all criteria are met. Melba/Amanda – update undergraduate scholarship information Dean will work with Bonnie and Tim to make sure accurate “spending balance” figures are available. Hank will work with Tim to create a procedural document for the scholarships available to graduate students in counseling.</p>
<p>4. Summer work</p> <p>a. Conceptual Framework – <i>Vicki</i></p> <p>b. RPT document – <i>Mary Lynne</i></p> <p>c. Dispositions Task Force – <i>Melba</i></p>	<p>Vicki will be bringing the document to conclusion. A banner will be hung in the atrium. A graphic is in the works. The goal is to have the new booklet by the first college meeting and posters made.</p> <p>The Dean will continue to work on the document this summer (with special attention to the section for non-tenure-eligible faculty) for faculty review in early fall. Final review in mid-fall.</p> <p>Melba is working on the process and membership for the committee. Dawson and Susan Furr will chair the Task Force.</p>	

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<p>d. Other? Master Calendar</p> <p>e. Please let Mary Lynne/Kathie know about your travel plans and appoint acting chair/director</p>	<p>Faculty already identified for the committee are Vicki Jaus, Jim Lyons, Laura Hart, Mike Putman, Pamela Shue, Ya-yu Lo and Tehia Starker.</p> <p>Master Calendar – A draft of the Master Calendar was presented. If there are conflicts, please alert Mary Lynne and Kathie.</p> <p>Inform Mary Lynne and Kathie to when you will be taking vacation and who the acting chair will be for your department during that time.</p>	<p>Since no changes have been proposed, please proceed with planning according to the draft document.</p> <p>Note from Mary Lynne: TAKE VACATION! You deserve it!!</p>
<p>5. Other business?</p>	<p>Bonnie stated that she will be on medical leave 7/21 – 9/4. Ellen Zavalla will take over her grants/contracts responsibilities. Kathie and Vikki Cherwon will share other responsibilities.</p>	