

Minutes
College of Education Leadership Council
Monday, August 13, 2012
10:00 a.m. - 12:30 p.m.
COED 205

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

AGENDA ITEMS	DISCUSSION	ACTIONS/NEXT STEPS
1. Catching up with summer news	Council members shared their summer ventures.	
2. Quick items <ul style="list-style-type: none"> a. What I know about raises (not much) b. COED Faculty Handbook is updated c. Common Core workshop –Warren d. 49er Democracy Experience: Opportunities for students 	<p>Mary Lynne stated that there has been a conversation among the Deans regarding faculty raises. SPA has received their 1.2%. Faculty will likely receive theirs in September, retroactive to July 1st. There is a possibility of some small equity adjustments.</p> <p>The Dean reviewed the updated resource page and faculty handbook which is found on the college website.</p> <p>Warren announced a Common Core workshop to be held on Sept. 21st in room 110. This workshop is open to Methods instructors and is specifically designed for teacher education faculty.</p> <p>The Dean announced that a number of</p>	<p>The Dean asked everyone to take some time and review the location of important documents on the college website with faculty and staff.</p>

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<p>e. Orientation for Part-time faculty</p> <p>f. Faculty International Travel Grants for 2012-2013</p> <p>g. Cato Teaching Discovery Mural update</p> <p>h. External Professional Activities for Pay Report</p>	<p>events will be held on campus during the DNC. Registration is free. These opportunities will be sent out electronically.</p> <p>The part time faculty orientation is scheduled for Thursday. Chairs and office managers are invited. Please be prepared to provide mentors to your part time people. RSVP to Kathie today.</p> <p>The Dean stated that she is in negotiation with Joel Gallegos to offer a total of \$10,000 in international travel grant money. Each grant will be in the amount of \$1500. The application process will be announced next week.</p> <p>Construction on the mural will begin within weeks. A dedication will be planned by mid to late fall. An endowment has already been established. Pictures of the panels were shown.</p> <p>Please remind your faculty and staff to disclose in advance their external activities for pay. Please complete the form for your department and submit to Kathie by 9/17.</p>	<p>Please share these opportunities with your departments and students.</p> <p>RSVP to Kathie today.</p> <p>Update: Funding has been made available by OIP and application processes have been distributed to the faculty.</p> <p>Campus presentations to encourage gifts to honor teachers will begin shortly.</p> <p>External Activities for Pay form is due to Kathie by 9/17.</p>
<p>3. Student Grievance Policy</p>	<p>A handout was distributed on the new policy which is the procedure that we have been following. It can now be found easily on the web. SACS is requiring a record of student grievances so Academic Affairs is</p>	

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	launching a website posting student complaints and resolutions.	
<p>4. Planning for the opening of the year</p> <ul style="list-style-type: none"> a. Review of COED agenda for 8-17 b. News of the community c. New people to introduce 	<p>The Dean reviewed the draft agenda for Friday's college meeting and asked for help on news that should be announced and names of new staff to be introduced.</p>	<p>Let the Dean know if there are any additional items for the agenda.</p>
<p>5. Distance Education update – <i>Melba/ Mary Lynne</i></p>	<p>Mary Lynne and Melba met with Evelyn Wingate over the summer to discuss ways that they can better serve distance education students. They have offered to have a consultant assist with plans or ideas for new distance education courses. They have also asked for our permission to answer student questions regarding the online programs.</p>	
<p>6. Update on Faculty Searches</p> <ul style="list-style-type: none"> a. Permission to search: All at asst. professor level. Counseling; Elementary Education; Child & Family Development; Teaching English as a Second Language; Middle/Secondary Mathematics b. Graystone Group for ads 	<p>We have been given authorization to search for the 5 positions that were lost last year; Clarrice Rapisarda, Hal Jaus, Sandraluz Lara-Cinisomo, Theresa Perez, and Adam Harbaugh. The Dean advised that search committees be formed and have them attend the training that the ADVANCE office provides.</p> <p>Graystone Group is our new advertising tool to be used for Chronicle ads. We will put a group ad in the Chronicle in early October advertising these positions.</p>	<p>Chairs – start forming search committees and have the members attend the training.</p>

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c. Preliminary glimpse: Dean's search	Mary Lynne stated that she has submitted her official letter of retirement. Joan Lorden is forming a search committee. Dr. Owen Furuseth and Dean Nancy Gutierrez will serve on the committee. College of Education faculty will also be invited by the Provost to serve. Joan will attend a college faculty meeting in the fall to speak with the college regarding the search. Dean Calhoun will share this information at Friday's meeting.	
	~ break ~ Reconvene with Chairs- <i>Melba/ Emily</i>	
7. NCATE data requests	Melba provided a proposed calendar of NCATE data due dates (see attached). Laura Hart has been asked to assist Melba with this work. The NCATE advisory group will meet on 9/7 to begin the process of compiling reports.	9/17 – vita due to chairs, course outlines to Emily, syllabi for every section of every course kept in file in department. 10/1 – Chairs send vitas electronically to Melba, course outlines on S-drive, evidences available on S-drive
8. Course outlines	All course outlines are due to Emily by 9/17. By 10/1 they should be on the S-drive. Independent study and dissertation study courses do not need a course outline. A course outline checklist was provided.	
9. Assessment cycle/ Student Learning Outcomes	Melba and Emily reviewed the reporting cycles for the SLOs. Emily will send out the link for the NCATE assessment site. Emily will work with the program coordinators to review the reports. Mary Lynne and Melba stressed the	

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	importance of keeping good notes/minutes in your department meetings when changes are made to ensure that a record is kept.	
10. Other business?	Warren asked about faculty travel dollars. The Dean stated that faculty will have \$1000 for travel.	

Meeting adjourned at 1:00 p.m.