

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

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

AGENDA ITEMS	DISCUSSION	ACTIONS/NEXT STEPS
<p>1. Quick items</p> <ul style="list-style-type: none"> a. Jan will attend Academic Affairs Council on Friday b. Susan Harden – Giving Green Campaign c. Lisa Patterson – College Communication Director d. First year teacher survey from UNC General Administration 	<p>Due to a conflict with our Faculty Meeting, Jan has volunteered to be the college’s representative for the Academic Affairs Council meeting on Friday.</p> <p>Susan Harden will fill the role of college spokesperson for the Giving Green Campaign.</p> <p>Mary Lynne announced a new asset to the college, Lisa Patterson. She will have a dual role of Communication Director for COED and CHHS. Her office will be in CHHS and she will meet with the Dean weekly. She will provide a communication strategy for our big events.</p> <p>The Dean reported the results of the UNC first year teacher survey on satisfaction with teacher preparation. The survey, which had a 50% response rate, showed overall satisfaction over 4 on a 5 point scale.</p>	<p>The survey will be sent electronically to be shared with your department.</p>

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<p>2. Changes in Course and Curriculum processes – <i>Melba</i></p>	<p>Melba reviewed changes in the short and long form proposal process. Short form process includes changes to credit hour, SLOs and textbook costs. Long form process includes changes to pre-requisites for courses, impact on department, physical facility, equipment and supplies, computer and audio visual usage, credit hours, SLOs and textbook costs. Melba alerted the chairs to look over the form for accuracy when you receive one. Another change in the process is that the completed signed form will go to the AA Admin Assistant, Matt Wise for UG proposals. If proposals are in by end of fall 2012 term, they will be reviewed by February and implemented for fall 2013.</p>	
<p>3. Status check: faculty searches</p>	<p>The Dean stated that there will be 5 faculty searches that will need to go into the Chronicle for advertising by early October. Paperwork for recruitment will need to be completed as well as the position description. The Dean's office will place the Chronicle ad and departments are responsible for any additional advertising. Warren added that they are searching for an office manager and Melba stated that a search will soon start for her assistant's replacement who is retiring.</p>	<p>Kathie – Check Chronicle deadlines. Chairs – Complete recruitment paperwork.</p>

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<p>4. Review of COED agenda for Friday</p> <p>a. Peer Observation of Teaching call for discussion/ input</p>	<p>The Dean reviewed the college meeting agenda and asked for any additions. She stated that Tracy Rock will present the Peer Observation draft to the college and they will break into 3 groups to discuss the changes. Tracy will also set up a discussion board. The document will be reviewed by Faculty Council then a first reading will take place at the October college meeting and a vote at the November meeting.</p>	<p>Chairs are recommended to discuss the draft with their departments.</p>
<p>5. Some NCATE work (chairs only)</p> <p>a. Faculty publications with students</p> <p>b. Faculty leadership positions in professional societies for last 5 years</p> <p>c. Faculty workload chart for Fall 2012</p>	<p>Note: The following agenda items were discussed with chairs only.</p> <p>An exhibit is needed that will demonstrate faculty actively engaged in publications with their students. A handout consisting of 5 years of publications was distributed. Chairs are requested to highlight those publications and send to Mary Lynne.</p> <p>Another exhibit will show a list of professional memberships (state and national) that our faculty have chaired. A template was distributed.</p> <p>A faculty workload chart template was also distributed. This chart will use current semester data. Designate the teaching load and the courses that are being taught.</p> <p>Jan stated that she will be sending out a request for additional data to be used for exhibits.</p>	<p>Chairs – Send your faculty/student publications to the Dean.</p> <p>Chairs – Send this list to Lee by 9/24.</p> <p>Chairs – Send this template to the Dean by 9/24.</p>

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<p>6. Planning for personnel reviews for clinical faculty</p>	<p>Mary Lynne alerted chairs that an information session will be held for clinical faculty and chairs to review the process. Two meeting dates were agreed on; 9/28, 11am and 10/2, 2pm in COED 110. Electronic submission will need to be set up and an expanded membership of the DRC and CRC will need to be elected. The timeline for review was discussed and it was agreed that the review should take place in the final year of the contract and at that time faculty can decide on a review for promotion or just a review. Mary Lynne will generate a chart of clinical faculty and their contract dates.</p>	<p>A correction was noted that candidate and chair request external reviews.</p> <p>DRC – elect expanded member, if needed. CRC – Mary Lynne will arrange for college election if a member is needed. Dean – Will meet with Provost to discuss additional salary enhancement for promotion.</p>

Meeting adjourned 12:05 p.m.