

Minutes
College of Education Leadership Council
Monday, September 13, 2010
10:00 a.m. - 12:30 p.m.
COED 205

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

AGENDA ITEMS	DISCUSSION	ACTIONS/NEXT STEPS
<p>1. Quick items/ announcements</p> <ul style="list-style-type: none"> a. Congratulations to Jeanneine Jones, BofA Finalist b. Bill Harrison, Chair, State Board of Education, will visit College on Friday c. Search is underway for Belk Professor 	<p>Jeanneine Jones is a finalist for the BofA Award for Teaching Excellence to be held Oct. 1st at Founder’s Hall. All faculty are invited.</p> <p>Bill Harrison will be our special guest at Friday’s college meeting. He will update us on Race to the Top and other state board initiatives. This is a great opportunity to strengthen our relationship with the Board of Education.</p> <p>Last Friday was the opening meeting for the Carol Grotnes Belk Distinguished Professorship Search Committee. A position description is being fine tuned. An ad will go into the Chronicle. A list will be generated for a personal letter to be sent to applicants inviting them to apply.</p>	<p>Inform the committee of any appropriate applicants that you may know of.</p>

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<p>d. Review of enrollment data</p> <p>e. Faculty Welfare Committee – need for election</p> <p>f. Check in: how are we doing with the required SACS Student Learning Outcomes reports?</p>	<p>This position will be a key player for the Ph.D. in Curriculum & Instruction.</p> <p>The Dean presented a handout on enrollment data from Johnna Watson from the Graduate School which showed that over 35% of the university’s graduate students are from College of Education Graduate programs.</p> <p>Dr. Lyndon Abrams, who is the chair of Faculty Council, will call for nominations at Friday’s meeting for a representative and an alternate for the Faculty Welfare Committee.</p> <p>The departments reported their status to the dean on the reports. Lee Sherry mentioned that Emily has been helpful by providing the needed data.</p>	<p>Jan asked if the Graduate Certificate students (n=842) could be broken out by program. Melba will investigate this possibility.</p> <p>Chairs were invited to review enrollment data to identify possible areas of program expansion.</p> <p>Reports will be reviewed by Emily upon completion and will be signed off by the Dean. Chairs are encouraged to continue to work with Emily if/when concerns or barriers to report completion arise.</p>
<p>2. <i>Looking forward: The Campaign for the College of Education</i> update:</p> <p>a. Teaching Discovery Mural</p>	<p>We have secured the \$300,000 in funding needed to erect the Teaching</p>	<p>The proposed name: Cato Teaching Discovery Mural.</p>

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<p>b. Direct mail solicitations will go out this month</p> <p>c. Bob Barret Lectureship in Multiculturalism is now endowed</p> <p>d. Superintendents Luncheon, 9-17-10</p> <p>e. Triad event (Childress Vineyard), 10-6-10</p> <p>f. Boston event, 10-9-10</p>	<p>Mural from Mr. John Cato. This mural will capture images of NC teaching and the names of great teachers.</p> <p>There will be a direct mailing to alumni, previous donors, college faculty and staff, and great friends of the college by the end of the month.</p> <p>The Bob Barret Lectureship, which is in its 3rd year, will be held October 15th. Gifts have now grown to the level of an endowed account. Hank is working hard to publicize the lecture.</p> <p>Chancellor and Mrs. Dubois will be hosting the Superintendents Luncheon on Friday. The discussion will include the campaign and distance education opportunities. The dean requested information for the discussion on these programs.</p> <p>This University alumni event at 6pm will also include a college event at 5pm. All alumni from the triad area are invited.</p> <p>This family centered event, which is our</p>	<p>Let Linda know the names of faculty that live in the area that can be asked to attend the event. Warren DiBiase submitted the names of Tina Heafner and Teresa Petty.</p>

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	first out of state event, will be held at the home of our alumna, Kia Martin.	
3. New University procedures for Centers and Institutes	<p>The University of North Carolina system has developed new guidelines for Centers and Institutes, due in part to recent budget scrutiny and cuts by the NC Legislature. Approval of Centers will now require a "Permission to Plan" process and go through the Board of Trustees for approval.</p> <p>Our three College-based Centers may need a new kind of authorization and review.</p> <p>A draft of guidelines, created by Vice Chancellor Steve Mosier, was distributed for review and discussion.</p>	<p>Chairs were asked to share the document with Center directors:</p> <ul style="list-style-type: none"> • Rich Lambert – CEME • Phyllis Post – Play Therapy • Bruce Taylor – Adolescent Literacies <p>The Dean will share additional information as it is developed.</p>
<p>4. Visiting international faculty in 2010-2011. Confirm list:</p> <p>a. (CSLG) Dr. Tahsin Ihan, Gaziomanpasa University, Turkey; 12 months; January 2011 Host: Kok-Mun Ng</p> <p>b. (REEL) Dr. Ellie Rathgeb-Schnierer, University of Education, Weingarten, Germany; February – August 2011; Hosts: Michael Green and Jack Piel</p>	<p>The dean asked for confirmation on the visiting international faculty:</p> <p>Visa paperwork has been submitted for Professor Ihan but visit is not yet confirmed.</p> <p>Visa paperwork has been submitted for Dr. Rathgeb-Schnierer and her visit is confirmed.</p>	<p>Hank will check on Professor Ihan's plans and report back.</p>

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<p>c. (Not sure of proposed dates) Dr. Götz Schwab, Ludwigsburg, Germany. (MDSK) Potential host: Scott Kissau. Götz is applying for a Marie Curie Fellowship to support his study.</p>		<p>Warren will follow-up to determine if dates are known.</p>
<p>~ break~ Last part of the meeting will focus on academic issues for Chairs.</p>		
<p>5. Next steps in revisioning: curriculum changes <i>Melba and Vicki</i></p>	<p>Melba reviewed the Course and Curriculum Proposal Procedure handout. She stressed that Chairs are to be more involved in the process by checking for accuracy and consulting with other departments, if involved, for a memo of support. A formal vote on the curriculum proposals should be taken and recorded in departmental meeting minutes. We could go back and use last year's departmental votes on the Revisioning Blueprints for the ones in progress. The signature process needs to be done in the correct order as stated on the signature sheet before it gets to the dean's office. Please be consistent regarding the name of the course throughout the document. There was discussion regarding procedures using short or long forms for minor changes. Vicki dispensed a handout on the</p>	<p>Kathie will add Curriculum Development to the Faculty Resource section in the Faculty Handbook. Vicki will forward all of the handouts to the Council electronically. All proposals to the Dean's office by November 23rd.</p>

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	<p>curriculum changes in progress and reviewed what is needed. She stressed the tight timeline which we will need to stick to and she offered her help where needed. Vicki also stated that she has not yet heard anything from DPI about the Revisioning Blueprints which were submitted in June.</p> <p>Melba recommended that revisioning be kept on departmental meeting agendas.</p>	
<p>6. Planning for faculty searches, 2010-2011:</p> <p>a. What we know so far about who we're searching for:</p> <ul style="list-style-type: none"> i. Assistant/ Associate Professor, Educational Leadership (EDLD) ii. Assistant Professor, Urban Education (MDSK) iii. Assistant Professor, Elementary Education (science) (REEL) iv. Other? 	<p>The Dean offered this advice from the Provost: If we are aware of any faculty that will be retiring next year, we may be able to recruit for their position now. We will need a formal letter of resignation before starting the process. Sensitivity is stressed when discussing this with faculty.</p> <p>An ad in the Chronicle will be placed listing all of the positions we will be searching for.</p> <p>Ann McColl's position</p> <p>Rosemary Traore's position</p> <p>Sarah Ramsey's position</p> <p>Lee Sherry added that Richard White has mentioned retiring next year.</p>	

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<p>b. Quick review of university search procedures</p> <p>c. Major tasks: Form search committee; position description; recruitment plan</p> <p>d. Diversity considerations</p>	<p>Joyce stated that Susan Gibbs position may be vacant next year. In addition to these searches, we will also have an internal search for the MDSK Chair. The Distinguished Professorship search is underway.</p> <p>The Dean reviewed the handout, Checklist for Employment of Full-Time Faculty.</p> <p>After the Dean authorizes recruitment, the process is turned over to the department chair who appoints the search committee. Be thoughtful in your selection regarding committee members. Joyce Frazier offered her OFE staff for committees. Confer with your senior faculty when drafting the position description and bring the draft with you to the search committee when giving them their instructions. The Dean offered her attendance at your first meeting with the committee.</p> <p>Chairs were asked to make sure that search committees represent the diversity of the faculty and that position descriptions and announcements reflect</p>	<p>Kathie will forward the dates for Recruitment Training being offered by the University for your staff to attend who will be involved in the search process.</p> <p>Identify who your staff person will be to help with the process and have them register for the training.</p>

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<p>e. Timeline/ Next steps Upcoming Chronicle issues/deadlines:</p> <table data-bbox="373 678 655 816"> <thead> <tr> <th data-bbox="373 678 445 708">Issue</th> <th data-bbox="541 678 655 708">deadline</th> </tr> </thead> <tbody> <tr> <td data-bbox="373 711 445 740">10/1</td> <td data-bbox="541 711 613 740">9/20</td> </tr> <tr> <td data-bbox="373 743 445 773">10/8</td> <td data-bbox="541 743 613 773">9/27</td> </tr> <tr> <td data-bbox="373 776 445 805">10/15</td> <td data-bbox="541 776 613 805">10/4</td> </tr> </tbody> </table>	Issue	deadline	10/1	9/20	10/8	9/27	10/15	10/4	<p>a high level of invitation and hospitality.</p> <p>The dean recommended starting the process quickly as we would like the ad to go in the 10/8 issue which means the deadline is 9/27.</p>	
Issue	deadline									
10/1	9/20									
10/8	9/27									
10/15	10/4									
<p>7. Other business?</p>	<p>There was no further business. The meeting was adjourned at 12:30 p.m.</p>									