



Leadership Council Meeting - Minutes

9/08/14 ~ COED 110

Present: Ellen McIntyre, Dane Hughes, Kathie Goldman, Melba Spooner, Dawson Hancock, Laura Hart, Joyce Frazier, Katrina Grant, Belva Collins, Amanda Macon, David Pugalee, Victor Mack, Hank Harris, Scott Kissau, Kris Duryea, Mike Putman and Emily Stephenson-Green.

1. Announcements

- Ellen introduced and welcomed Katrina White
- Ellen re-introduced and welcomed Kris Duryea
- Amanda Macon runs a teacher support initiative and has done a great job. She will remain Director of TEAL-R. Her time will be split 50% with the UNC General Administration and 50% here at UNCC in the College of Education.
- Had a meeting last Wednesday with Jon from the Center for Intentional Leadership. Jon will meet with the Department Chairs and Directors this week to give ideas, strategies and prompts on how to share with their units what we did this summer in the retreat. Ellen would like the Deans to attend one of these meetings. Leaders make this information your own and target it to your audience. There are eight meetings scheduled to share this information with various units:
 1. September 12, 11:30 – 2:00, Scott Kissau
 2. September 19, 8:30 – 3:00, Hank Harris (Center City)
 3. September 19, 1:00 – 3:00, Joyce Frazier
 4. September 26, 9:30 – 12:30, Mike Putman
 5. September 29, 10:00 – 11:00, Dane Hughes
 6. September 30, 11:00-1:00, Belva Collins
 7. October 9, 1:00 – 2:30, David Pugalee
 8. October 14, 12:00 – 4:00, Amanda Macon
- Ellen stated that there should be a representative from every unit to help clean up at the picnic, which is on Friday, September 12 at Frank Liske Park.
- Ellen stated that the College of Education building is a beautiful building that we want to keep in this condition. Ask your faculty and staff not to move items into the hallway or mail room when it is broken or not needed. Dane Hughes reminded the Council that unwanted items need to be surplus out of the building. There is an online form that your admin person can fill out to make this happen.



2. Committees and Task Force

- Ellen and the Leadership Council members reviewed each Committee and its members for the 2014-2015 academic years (from the handout). They discussed who the current members were and if there needed to be additional members for each committee.
- Ellen stated once the committees and task forces are complete, she will identify people to convene the first meeting. Those people will report two things: 1) the members of the committees and 2) the goals set for the year.
- Dane Hughes will report OIT report goals at the faculty meeting on Friday.

3. Graduate Program Initiatives

Dawson met with the graduate program directors. The group was so large that he has broken the graduate program into two levels being the doctorate level and the master's level. On the 24th of September, he will meet with the master's group. He plans to infuse standards into our programs to allow them to be successful. These plans are being implemented this year. The Grad School has drafted guidelines to discuss what the job descriptions should be while holding these positions and the kind of stipend we should be paying. Dawson will be convening the doctoral council soon.

Melba mentioned there are five undergraduate positions that are directors or program coordinators and they should all be treated equally.

4. Annual Reporting Template Revision Task (add program development)?

- Dane will be able to provide OIT Report goals at the faculty meeting on Friday.

5. Meeting with CMS last week ~ Melba, Dawson & Ellen

- Ellen read in the newspaper that CMS Schools had a new initiative and they were partnering with the University of VA. Melba, Dawson and Ellen met with CMS personnel last week regarding the missed opportunity to collaborate with CMS Schools and to better understand their process for this kind of partnership.
- Ellen stated that we come together as a college and list our strengths, so that we can promote and sell them. The College of Education needs to be “branded” and develop our reputation.
- Ellen asked Kelly from CMS for the RFI (Request for Information) from the last initiative. She is still waiting to receive this.

6. Space ~ Dane & Ellen

- Dane has been evaluating space for new employees. We do not have a lot of space. Dane and Ellen put a plan together that allows for reconfiguration of space for different needs.
- Department chairs should have a sense of when a grant is ending. If an office space had been used for grants, then when the grant ends, that office space maybe needed for something else.

7. Update to Business Continuity Planning Process ~ Dane

Dane stated that the Business Continuity Planning process has been more streamlined and is now more effective. The people from that office plan on meeting with each unit prior to July 1.

8. College Faculty/Staff Meeting Agenda

Ellen will send out the agenda to see if there needs to be any additions or changes for the Faculty meeting on Friday, September 12. Be sure to let the Dean know if you would like to modify the agenda.

9. Other business?

Don't forget to complete the Conflict of Interest forms.

David Pugalee stated that this Saturday, September 13 was the Pre-College Program here at UNC Charlotte. Check with him if you would like more information.

Meeting adjourned 11:55 a.m.

Next Leadership Council Meeting ~ October 13, 2014, 10:00a.m., COED 110