

**Minutes
Department of Educational Leadership Meeting
October 23, 2012**

Persons in Attendance: Sandra Dika, Meredith DiPietro, Mickey Dunaway, Claudia Flowers, John Gretes, Dawson Hancock, Rich Lambert, Delores Lee, Jae Hoon Lim, Jim Lyons, Alan Mabe, Valorie McAlpin, Brenda McMahon, Lisa Merriweather, Rebecca Shore, Chuang Wang, Jim Watson, Patti Wilkins, Becca Hefti, and Joanne Zhang.

The meeting began at 12:30 pm. The following issues were discussed:

1. Sam Nixon, the College of Education's Senior Advisor and Licensure Officer, discussed procedures for attaining or renewing professional licenses in North Carolina. Sam encouraged anyone with additional questions about the procedures to contact him.
2. We congratulated: (a) Bob Algozzine and colleagues on their selection as evaluators of the SWIFT Grant; (b) Rich Lambert and colleagues on their selection as evaluators of a 100 thousand dollar per year grant to evaluate Kindergarten mathematics curriculum; (c) Brenda McMahon, Lisa Merriweather, and Jim Bird on their submission of UNC Charlotte Faculty Research Grant proposals; and (d) Mark D'Amico as our newest recipient of a College of Education International Travel Grant.
3. The Chair highlighted several recent accomplishments associated with our preparation for the NCATE reaccreditation visit, to include everyone's submission of: (a) our four-page NCATE vitas; (b) syllabi for all of our fall 2012 courses; (c) course outlines for every course in our curricula; (d) evidence of faculty/student collaborative research efforts; and (e) our lists of professional leadership positions. These documents will now be reviewed by Dean's Office staff and faculty for format and content compliance with discrepancies communicated to faculty. As we continue to prepare for the NCATE reaccreditation visit, we will be asked to: (a) submit additional information to various reaccreditation subcommittees; (b) review data on Department programs; and (c) create program-level "professional dispositions" assessment plans.
4. The Chair highlighted: (a) the high quality of our doctoral dinner on October 1 during which Mary Ellis, Superintendent of Union County Schools, and Sarah Salloum, a recent graduate of our EdD program, were featured speakers; (b) encouraged everyone to attend and to encourage their doctoral students to attend the next doctoral dinner on February 26; (c) announced that the 2013 summer teaching schedule has been published; (c) discussed the need to report/record student complaints; (d) stated that everyone's Professional Development account allocations have been increased to \$2,000 for the current fiscal year; and (e) distributed copies of the September 18 Department meeting minutes and asked that faculty members offer suggestions for improvement.
5. The program coordinators highlighted the recent activities of their respective programs. For the EdD in Educational Leadership program, Dawson Hancock distributed Jim Bird's comprehensive handout and: (a) reminded everyone to use our five scoring rubrics – admission to the EdD program, the qualifying examination, the internship experience, the dissertation proposal defense, and the final dissertation defense – to collect student data for our NCATE and SACS reports; (b) reminded the EdD Advisory Committee members that they will meet at 12:30 pm on Tuesday, November 6, to continue their discussion of our qualifying examination procedures; and (c) stated that interviews for candidates interested in beginning the EdD program this spring will occur in November. For the School Administration program, Delores Lee reported that: (a) closed-caption testimonials from our students will soon be posted on our Department web site; (b) we are waiting for feedback from NCDPI related to its initial review of our MSA program; and (c) data collection related to our School Administration program is ongoing and scoring rubrics are under review. For the Instructional Systems Technology program, Meredith DiPietro reported that the 51 students supported by the State's Impact V grant will graduate in December 2012 and that we are actively recruiting a new candidates for our Instructional Systems Technology program. For the Curriculum and Supervision program, Rebecca Shore reported that she is working with the last few students currently enrolled in the program.

6. Rich Lambert, Director of the Center for Educational Measurement and Evaluation (CEME), reported that: (a) the CEME recently worked with two local school districts on portions of their Race to the Top federal grant proposals; (b) he and Chuang Wang recently offered an invited presentation on CEME evaluation activities at a major international research conference in Italy; (c) he and colleagues are the evaluators on a recently funded grant to evaluate Kindergarten mathematics curriculum; (d) he and Rebecca Shore were recently selected to design/implement a Director Leaders Institute to train pre-Kindergarten directors in North Carolina; (e) the CEME will save money on accommodations by renting a house for the 2013 AERA annual meeting and that anyone interested in possibly staying there or in renting a second house should contact Rich.

7. Representatives of our University, College, and Department faculty governance committees provided updates from their committees. As a member of the Department Review Committee, John Gretes commended the work of Jae Hoon Lim and Jim Bird regarding their recent completion of all requirements related to the College's new Moodle-based RPT process. As our representative on the College Information Technology Advisory Committee, Patti Wilkins said that: (a) anyone running out of computer disk space should contact Dane Hughes; (b) the committee is in search of feedback from anyone using Centra software; and (c) faculty may purchase Apple hardware and that it will be supported only by University IT staff and not College IT staff. As our representative on the College Honors Council, Rebecca Shore reported that the lowering of the GPA required for admission to the Honors College to 3.5 has resulted in 99 qualified undergraduates for admission to the Honors College this year. As our representative on the College Professional Education Committee, Patti Wilkins reported that; (a) anyone needing access to CMS schools should go through the Office of Field Experiences; and (b) Fred Spano will offer a special presentation on November 6. Sandra Dika invited everyone to attend the University's upcoming Undergraduate Research Conference and noted that the College and Department had each recently provided financial support to this event.

8. Several topics of interest to the faculty were discussed. Alan Mabe reported that Jennifer Garner from NCDPI will discuss North Carolina teacher evaluation instruments and that Allen Queen will discuss Common Core during our upcoming Department Research Colloquium at 10:30 am on Tuesday, November 20. Jim Lyons highlighted the fact that four of the six finalists for CMS Principal of the Year have one or more degrees from our Department. Jim Watson and Jim Lyons encouraged everyone to attend our inaugural "Distinguished Speaker Series" event by Dr. Bill Harrison at 5:00 pm on Wednesday, October 24, in UNC Charlotte's Cone Center Lucas Room. Brenda McMahon reported that we are gathering data for our Department's application for membership in the *University Council for Educational Administration (UCEA)* to be submitted in February and stated that some faculty will attend the UCEA annual meeting in Denver on November 15-18. Rebecca Shore invited everyone interested in co-purchasing a Forty-Niner Seat License in our new football stadium to contact her. John Gretes reminded everyone that back-ups of Moodle data must occur by early November. Valorie McAlpin invited everyone to attend the Scholarship of Teaching and Learning Showcase on Friday, November 2.

The meeting ended at 1:55 pm.