

**Minutes**  
**Department of Educational Leadership Meeting**  
**February 9, 2010**

Persons in Attendance: Lynn Ahlgrim-Delzell, Bob Algozzine, Jim Bird, Mark D'Amico, Meredith DiPietro, Lisa Driscoll, Dawson Hancock, Richard Hartshorne, Do-Hong Kim, Rich Lambert, Delores Lee, Jae Hoon Lim, Corey Lock, Jim Lyons, Valorie McAlpin, Lisa Merriweather, Allen Queen, Chuang Wang, Jim Watson, Patti Wilkins, Jen King, and Joanne Zhang.

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

1. Minutes of the Department meeting on January 19 were reviewed and approved.
2. We congratulated Jae Hoon Lim, Delores Lee, Chuang Wang, Claudia Flowers, Do-Hong Kim, Lynn Ahlgrim-Delzell, Rich Lambert, Rebecca Shore, and Dawson Hancock as presenters at the upcoming annual meeting of the *North Carolina Association for Research in Education*. We congratulated Mickey Dunaway regarding his nomination by some of his students for the College of Education Award for Excellence in Teaching. We congratulated Claudia Flowers and Jae Hoon Lim for agreeing to discuss quantitative and qualitative research methods at an upcoming Department of Reading and Elementary workshop.
3. The Chair reported that on February 11, Jim Lyons, Delores Lee, Vicki Jaus, and Dawson Hancock will meet in Winston-Salem with NCDPI officials and with other IHE MSA representatives to discuss ways in which IHEs will be expected to respond to MSA revisions required by the State. We already know that we must update all MSA course syllabi to include the *evidences* required in the report.
4. The Chair reported that the Department conducted its third research colloquium of this academic year on February 9, during which Dr. Lynne Tingle, Director of CMS's Center for Research and Evaluation, discussed current research and evaluation activities in the district. After the presentation, Bob Algozzine volunteered to serve as the College's liaison to CMS's Center for Research and Evaluation and to meet with Dr. Tingle monthly to discuss future research and evaluation efforts in which we may want to be involved.
5. Meredith DiPietro said that the next Department research colloquium will occur from 10:00 to 11:30 am on Tuesday, April 13, during which Lynn Ahlgrim-Delzell and Mark D'Amico will discuss some of their latest research activities. These colloquia continue to help the presenters refine their research and to help all of us identify opportunities for collaboration.
6. We were reminded that our next doctoral dinner will occur from 5:00 to 7:00 pm on Monday, March 22, in Salon A of the SAC. In addition to spending time with our doctoral students, participants will have the opportunity to hear the Charlotte-Mecklenburg Chief of Police, Mr. Rodney Monroe, discuss leadership in the police force. To this doctoral dinner we are inviting some prospective students to encourage them to apply this spring for admission to our EdD program.
7. The Chair reminded everyone of the junior faculty meeting that will occur at 12:30 pm on Tuesday, February 16, in our Department conference room. One agenda item will be preparation of Annual Reports due on April 15. Junior faculty members were encouraged to bring additional topics of common interest to discuss during the meeting.
8. Lisa Merriweather invited others to join her at the *2010 Communication Across the Curriculum Summer Institute* to be held on campus on May 13-14. This workshop promises to be an excellent opportunity to examine how writing can enhance disciplinary thinking and learning – an important activity in which all of our students are engaged, especially our doctoral students working on their dissertations.
9. With input from the Department Leadership Council, the 2010 fall schedule of courses has been finalized and everyone has been informed of their teaching assignments in accordance with the College's faculty load policy. Despite the University's economic crisis and the fact that we have been ask to use part-time faculty sparingly, no full-time faculty will teach extra courses this fall. This was accomplished by increasing the maximum enrollments of all courses, delaying the offering of courses which traditionally experience low enrollments, reducing the number of sections of the same course, and combining some of the masters and doctoral sections of similar courses.
10. The Chair distributed copies of the College's 2010-2015 Strategic Plan and asked everyone to share comments by February 26 regarding the Department's 2010-2015 Strategic Plan. Input can be provided by paper or on-line at <http://edlddepartment.pbworks.com/EDLD-Department-Goals>. We will discuss our collective thoughts during our Department meeting on March 23.

11. The Chair stated that WFAE (90.7 FM) will soon begin to air the following advertisement twenty-two times during the next thirty days: “WFAE programming is brought to you by the UNC Charlotte Master of School Administration program... now accepting applications for summer admission for sites in Gaston, Rowan, and Union counties... DISTANCE ED dot UNCC dot EDU.” In addition to this effort to advertise our DE MSA program, everyone was encouraged to spread the word about all of our Department’s programs whenever they are interact with the local community and to direct prospective students to either the Chair or to our Program Coordinators for more information.

12. Delores Lee, Meredith DiPietro, and Jim Watson (with help from Misty Hathcock) updated us on their planning for our celebration of 100 EdD graduates. The date for the event will be March 16 in the Harris Alumni Center. All graduates of our EdD program and all current and former Department faculty and staff members will be invited to this gathering for food and fellowship. Jim Lyons will be the featured speaker. Electronic invitations have been sent and official invitations will be distributed soon. Delores, Meredith, and Jim will keep us updated on their planning.

13. Claudia Flowers said that with assistance from our research faculty, a proposal for the creation/approval of our PhD in Educational Research, Measurement, and Evaluation was recently finalized and sent to the College Dean to forward to the Graduate School. One feature of this 60-hour degree program will be an internship with our *Center for Educational Measurement and Evaluation*.

14. The Director of our *Center for Educational Measurement and Evaluation*, Rich Lambert, discussed recent activities of the *Center* as it fulfills its mission to connect the expertise of College of Education faculty to schools and related agencies in order to help educational policy makers and administrators make informed decisions. The *Center* recently completed an evaluation of operating procedures of the Brookstone School – a private school in the local area. In addition, the *Center* has been asked to evaluate on-line course development by the Gordon-Conwell Theological Seminary. Finally, the Office of Program Evaluation at the University of South Carolina is working with the *Center*.

15. Rich Lambert, our representative on the University Faculty Academic Policies and Standards Committee, said that the committee had taken no action since our last Department meeting. Richard Hartshorne, one of our representatives on the University Faculty Council, reported on behalf of Rebecca Shore that Claudia Flowers now chairs the University Grievance Committee, that UNC Charlotte has approved a whistle-blower protection policy, that UNC Charlotte has adopted a policy of no-smoking within 100 feet of any building, and that faculty governance surveys are being distributed. Do-Hong Kim and Richard Hartshorne, our representatives on the College Faculty Council, reported that a peer observation form for on-line instruction has been approved and that a course evaluation form for on-line instruction is under investigation.

16. Valorie McAlpin, the Director of UNC Charlotte’s *Center for Teaching and Learning* and an affiliate faculty member of our Department, said that Blackboard Vista users must migrate to Moodle by the fall 2010 semester and that Richard Hartshorne’s EIST students are conducting tutorials on Moodle. She also said that the *Center* is offering roundtable discussions with the finalists of the Bank of America’s Award for Excellence in Teaching and that Jim Lyons’ roundtable will occur from 11:00 am to noon on Friday, March 26, in 124 Atkins Building.

17. Our program coordinators, Corey Lock, Delores Lee, Rebecca Shore, and John Gretes reported the latest activities within the programs that they coordinate. The thrust of their reports was that the spring admission process is underway and that all faculty members will be asked to participate in the review of candidates’ applications and to take part in the interviews of the finalists. The Chair encouraged everyone to continue to support the coordinators’ requests for assistance as we work to admit the most qualified students into our programs. *Many hands make light work.*

18. Jen King reminded us that travel authorization forms must be submitted at least two weeks prior to one’s travel dates and that travel reimbursement forms should be submitted within thirty days after a trip. She asked that book orders for the 2010 fall semester be submitted not later than March 15.

The meeting ended at 1:55 pm.