

Minutes
Department of Educational Leadership Meeting
November 15, 2011

Persons in Attendance: Lynn Ahlgrim-Delzell, Jim Bird, Mark D'Amico, Sandra Dika, Meredith DiPietro, Lisa Driscoll, Claudia Flowers, John Gretes, Dawson Hancock, Do-Hong Kim, Rich Lambert, Delores Lee, Corey Lock, Jim Lyons, Valorie McAlpin, Lisa Merriweather, Rebecca Shore, Chuang Wang, Patti Wilkins, Jen King, and Joanne Zhang.

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

1. We recognized Jen King's twelve years of outstanding service as our Department Office Manager and wished her great happiness in retirement.
2. The Chair: (a) recognized Rebecca Shore/Paula Goolkasian and Meredith DiPietro for their excellent research presentations during the Department's research colloquium on November 15, and the leadership of Sandra Dika for coordinating this year's research colloquia; (b) distributed the minutes of the Department meeting on October 18 and asked that faculty members offer suggestions for improvement; (c) commended everyone for submitting their on-line biographical sketches for SACS on time; (d) reminded everyone to submit the course outlines that they have been assigned to complete not later than December 16; (e) congratulated several Department faculty for receiving \$1,500 Internationalization Travel Grants and reminded everyone to continue to seek external money whenever possible to support their travel needs; (f) invited everyone to nominate someone or to ask the Chair to nominate someone by February 15 for the College awards in teaching, research, and service; (g) reminded everyone to attend and to bring a dessert to the College Progressive Lunch on Thursday, December 8; and (h) discussed the procedures for hiring a new Office Manager. The Chair reminded everyone that this is a year of *compliance* with all of the requirements being imposed by SACS, NCATE, MSA program revisions, etc., and asked everyone to "hang in there" by doing what we are asked in a timely manner in order to accomplish all that we must accomplish during this difficult period.
3. The program coordinators reported that they are responding to Christine Robinson's suggested revisions to their recently submitted SACS reports. They reminded everyone that the course outlines for all courses in their respective programs are due by December 16. The program coordinators then highlighted activities of their respective programs. For Educational Leadership, Jim Bird reported that six prospective students have applied for our EdD program and encouraged all faculty members to participate in the upcoming interviews of our applicants. For Instructional Systems Technology, John Gretes said that we will soon admit approximately 50 teachers from across North Carolina into our MEd in Instructional Systems Technology program. These students will be fully funded by the State's Impact 5 grant. For Curriculum and Supervision, Rebecca Shore reported that Aprill Pettigrew Yakubu, a soon-to-be graduate of our MEd in Curriculum and Supervision program, is a finalist to deliver the Commencement address on December 17. For School Administration, Delores Lee reported that we will soon have a very important meeting of all faculty members who teach MSA courses to discuss guidance on electronic evidences that we received during the recent NCPEDL meeting.
4. Rich Lambert, Director of the Center for Educational Measurement and Evaluation (CEME), reported activities of the CEME, to include the: (a) possibility of conducting an external evaluation of Discovery Place; (b) CEME's recent hiring of several undergraduate students to support various projects; and (c) possibility that we may know by December if we have been selected to conduct an evaluation of Florida's Office of Early Learning's Race-to-the-Top program.

5. Faculty members were given the opportunity to discuss activities of the faculty governance committees on which they serve. As chair of our Legacy for Leadership Dissertation Award Selection Committee, Sandra Dika reminded us that nominations for dissertations that are completed in calendar year 2011 will be reviewed by the committee in early spring. Members of dissertation committees were encouraged to submit nominations. As our representative on the College Honors Council, Rebecca Shore said that our College continues to try to recruit high-quality students to become Honors students. As our representative on the University Faculty Council, Mark D'Amico reported that he learned during a recent Council meeting that: (a) the University may increase the minimum grade point average to 3.0 for admission to masters programs; (b) the Chancellor reported that State revenues were fairly good for the first quarter but that we may still face a 2% reversion of this year's funds; and (c) "community engagement" is being considered as a requirement for faculty promotion/advancement at UNC Charlotte.

6. Faculty members discussed topics of interest/importance. During the recent meeting of the North Carolina Professors of Educational Leadership, Jim Lyons and Delores Lee received new guidance from the State related to the MSA electronic evidences. Every faculty member who teaches courses in the MSA program needs to hear this guidance at 10:30 am on Thursday, December 1, in COED 110. On behalf of Brenda McMahon, the Chair reported that the committee that is preparing our Department's membership application to join UCEA is examining existing documents to locate information to include in the application. Rebecca Shore and Lynn Ahlgrim-Delzell asked everyone to respond to the electronic invitation to our holiday gathering at Rebecca's home on December 9.

7. Jen King reminded everyone to: (a) participate in the Toys-for-Tots campaign by providing a \$10 unwrapped gift or by giving her \$10 with which to purchase a gift for a needy child; and (b) to let her know if we plan to attend Commencement on December 17.

The meeting ended at 1:50 pm.