

College of Education and Allied Professions Leadership Council

The CEAP Leadership Council met on Friday, August 10, 2007 at 8:30 a.m. in Killian 218.

Members present: B. Beaudet, D. Carpenter, R. Corbin, M. Dougherty, K. Elliott, E. Franklin, J. Holt, K. Hunt, J. Jacobs, R. McCreary, L. Nickles, J. Smith

Members absent: L. Bloom, B. Houghton, D. McCord

Others present: B. Bell for EMGE, M. Ray for HS, L. Aydlett for PSY, M. Rompf

Announcements ELF filled the fixed term position in the department with Donna Duffy.

EMGE has filled their literacy position fixed term for 07-08 with Maryanne Maisano.

HPER has filled their fixed term position with David Troy.

Barbara Bell announced that the Reading Center will start a new initiative to assist freshman who may be having difficulty with college level reading. Barbara will speak about the program at freshman seminars and the opening school meeting. She would like to bring this initiative to the entire campus.

Guest Speakers

Lois Petrovich-Mwaniki and Masafumi Takeda, International Programs
"Japan Opportunities"

Lois and Masafumi addressed the council today about the Japan Global Partnership using a power point presentation. Lois relayed comments from students about their exchange opportunity, noted culture differences, and discussed differences and similarities in the education system with the council. Lois also discussed possibilities of collaboration through the partnership including faculty-led travel opportunities with students to Japan, international intern opportunities, visiting professors for research or teaching exchanges, community outreach and continuation of the global partnership possibly to include two cooperative teachers from the K-12 public schools visiting Japan. Lois asked the council to begin talking with faculty about these opportunities to assess interest. Lois will follow up with the council via email to provide additional information and inquire about CEAP faculty/department interest.

Minutes Motion and second to approve the minutes of the July 13, 2007 meeting.
Motion passed.

Dean's Report Michael reported the following:

- Faculty and EPA non-faculty salary adjustments should be effective in the September check. Faculty salaries are merit based. Michael is working with department heads on this.

- We are in a form of zero based budgeting. Additional details will follow. Stay tuned.
- Business casual is now the attire due to the higher temperatures in the college.
- Department heads are responsible to review faculty files for suitability and adherence to the AFE/TPR guidelines. Please be sure to provide adequate mentoring in development of faculty members and their AFETPR.
- University-wide initiative for pay for print and changes in the printing process are still in the works. More details will follow. Michael will suggest in the deans' council that a forum be held in the future to answer questions.

Discussion

Council Members

*Advisement Information **

Dale

In the faculty handbook, section two, there is information concerning advisement. This should be reviewed with faculty. The handout distributed to the council today is a supplement to the advisement process. The council requested clarification as to how this process applies to the graduate level.

*Opening Weekend Coverage for CEAP **

Dale

The university opening fall calendar and CEAP calendar with contact information were reviewed. Jacque Jacobs will be in the college on Friday evening until 7 pm to support the one stop for overrides. On Saturday and Sunday, Dale will be available for overrides. Dale will distribute a form to departments which will be used to notify him of classes currently closed which may allow additional students. On Sunday from 1-3 pm, department heads will be in their department available for advising. Michael thanked Dale and the department heads for their support and willingness to cover the opening weekend coverage and asked those participating this weekend to track student traffic. Since this is a new initiative for the university we will want to fine tune opening weekend activities for the next academic year. Michael reminded department heads to encourage faculty to attend the freshman convocation.

Implementation of Teacher Recruitment Plan

Michael

Michael asked Bob B. to gather the department heads to review the teacher recruitment action plans and develop a document of written strategies for how departments can implement the plan. This document will be a tool for departments implementing the plan and will address recruitment and retention over the next two years. **This is due to the Dean at the end of the first semester.**

*Course Scheduling Guidelines **

Michael

- *Make sure the course scheduling guidelines are followed when building schedules.*
- All scheduling must conform to handout distributed. The purpose of the guidelines is to distribute program classes throughout the day and week and help our students access courses and to increase student retention and graduation rates.

*Class Size Limits **

Michael

Please review the memo from the Provost concerning class size limits.

*Changes in Fund Raising **

Michael

Please review the report on advancement received at the council of deans meeting.

*Input on NC Program Approval Standards **

Michael

- *ACTION ITEM: Consult with faculty, make composite response for unit, submit to Michael by August 24th deadline*

NC Program Approval Standards handout was previously sent in email. Please have teacher education faculty review the information and make comments to the department head. Faculty should be actively engaged and aware of what they are held accountable for. This is an educational process. Department heads are to ensure that faculty members have a voice.

Over Copying Email

Michael

Be cautious on replying to all, sending too many emails out and sending out unnecessary long emails. This often times results in important emails being ignored or deleted without being read. Think twice about sending emails with emotional responses. Sometimes a phone call enables better discussion and results.

Social Security Protection

Michael

- *Dean's office will pay cost to secure data if a department needs to purchase file cabinets. This must be accomplished by September 30th.*
- *Michael asked units to review where social security numbers are being stored both electronically and physically. If there is no compelling reason to keep these numbers, then remove or shred these documents. If there is a compelling reason, then hard copies must be maintained in a lockable file cabinet. Jump drives must be maintained in a secure fashion. Units may consider purchasing a lock box for keys. Any personal data taken off campus must have the prior approval of your university supervisor.*
- **This will be added to the task list.**

*I-9 Compliance **

Michael

Please review the email from the Chancellor and review this information with administrative assistants.

*New Background Screening **

Michael

Please review the handout. Background checks must be complete prior to the employee beginning employment.

*School Services Report **

Ruth

A summary of the school services report for last year was given to the council. Ruth commended the ELF department for 100% faculty participation last year and asked the council for feedback on how to expand participation to the university level. A copy of the entire report is available on the share drive. Michael asked that this be added to the January leadership council agenda.

Teacher Cadet Speakers Bureau

Kim

- *We need to add speakers to the DRAFT Brochure*

Kim distributed a draft brochure to the council which will be distributed to public schools with a teacher cadet program. Rural education will reimburse mileage, provide a certificate of participation and a \$50 stipend to faculty members who speak to one of the teacher cadet schools. This is a great tool for teacher recruitment and good opportunity for faculty.

Key Points from Meeting with IT Services * *Lee*

Lee distributed a summary handout from the IT services meeting and reviewed the technology highlights with the council. Control boxes have been added to classrooms. This is a good improvement for classroom technology. It will allow basic push button operation of classroom equipment.

Fixed Assets Update *Lee*

Lee is developing a database for fixed asset inventory for CEAP. He will be finishing up the 100% inventory this month. Units which were not inventoried do not have to complete a 10% inventory for the month of August. Those units that Lee inventoried in July will have to complete a 10% inventory. The council thanked Lee for his willingness and extra effort to develop a database for CEAP.

Handbook for Clinical Faculty and Other Part-time Staff * *Janice*

Janice distributed a handbook developed by the CEAP directors. This handbook will be distributed to model clinical and part-time staff to provide enculturation.

AFE/TPR Annual Schedule * (Department Heads) *Michael*

Time frames and information on "who is supposed to do what and when" for the AFE/TPR process is outlined in the documents distributed. Department heads are to mentor faculty participating in the AFE/TPR process.

Faculty Load Sheet * (Department Heads) *Michael*

The department heads discussed whether or not we can do this electronically versus completing a paper document. The council looked at a form used by CHHS which could be a tool CEAP can use. Michael reminded department heads that future position allocations will be data driven. It is important to be proactive about student credit hour generation.

- *Add to a future Leadership Council agenda:* 30-minute session for department heads presented by Jacque and David on functions of banner and how to acquire faculty load.

FTE Generation *(Department Heads) *Michael*

Michael reviewed these reports with the department heads. Keep in mind that the data is an estimation. Look at FTE generated and review the faculty roster.

Task List Status Report

Recommendation for Graduate courses for Non-degree students Dept Heads/Janice

Family Weekend - CEAP Reception * Michael/Dale

- *Dale will represent CEAP on faculty panel. CEAP reception on Saturday, 10/5/07. One faculty member from each department will need to be present at the CEAP reception/poster session. Please submit faculty name at the next Leadership Council meeting.*

Group Advising/Beginning of School Dale

Timing of the Due Dates of Annual Reports Renee

Assessment and TaskStream re Technology Portfolio Dale

Student Assessment Instruction David M.

Tracking Department Research Interests Lee

Common Assignments Department Heads

Homeland Security Verifications Michael

Award for Non-Alternative Completers Jackie

Information - Please Review these handouts.

North Carolina Professional Teaching Standards *	Michael
New Teacher Induction UNC Planning Efforts *	Michael
Strategic Planning Committee *	Michael
Role and Findings of the Office of Internal Audit *	Michael

**Handouts*

Important Dates

August 8-14, 2007, 8:30- 4:00 PM	University - New Faculty Orientation
August 13, 2007, 9 AM	Department Head Workshop
August 15, 2007, 8:30 AM, FPAC	University General Faculty/Staff Mtg
August 15, 2007, 11:30 AM, Grandroom	Coulter Faculty Center Luncheon
August 15, 2007, 1:00 PM, KL 218	Leadership Council Pre-Opening Mtg
August 15, 2007, 1:30 PM, KL 104	CEAP Opening Semester Meeting
August 31, 2007, 7:30-3:00PM, KL 218	Accreditation Previsit
September 7, 2007, KL 104	NCATE/NCDPI Accreditation College Presentation of Conceptual Framework
September 14, 2007, KL 104	NCATE/NCDPI Accreditation College Meeting on the Assessment System
September 28, 2007, KL 104	NCATE/NCDPI Accreditation College Meeting on Unit Governance & Faculty
October 16, 2007, 8:30 AM, UC	Teacher of Tomorrow High School Program
October 19, 2007, KL 104	NCATE/NCDPI Accreditation College Meeting on Diversity
November 2-7, 2007, CEAP	NCATE/DPI Accreditation Visit
<u>Leadership Council Dates through 2007:</u>	
August 10, 2007	October 5, 2007
August 24, 2007	October 19, 2007
September 7, 2007	November 2, 2007
September 28, 2007 (revised)	November 16, 2007
	December 7, 2007

The council meeting was adjourned at approximately 11:30 a.m.

Submitted by – Mary Rompf

Attachments and handouts are on file in the Dean's office with the Leadership Council minutes.