

College of Education and Allied Professions Leadership Council

Date and Time: Wednesday, February 23, 2011, 9:00 a.m.

Location: Killian 218

- I. Announcements** Council Members
- II. Minutes** 01/19/11
- III. Guest Speaker** – Arthur Stephens, Director of Purchasing
- IV. Dean's Report**
- Program Prioritization – Space Issues, etc.
  - Summer Director Pay – College Responsible to Fund, Submit Proposals
- V. Theme Discussion**  
UNC Deans' Meeting on Assessment
- VI. Business Items**
- Honors and Awards Ceremony Jackie
- Timing/Length of Program
  - Department Award Letters/ Notification of Event
- Peak Performer Selections Perry
- Acceptance of Reappointments Perry
- TT - Reappointment Faculty Acceptance-Due by March 30<sup>th</sup>
  - Send Copies of Acceptance to Dean's Office
- Summer School Contracts/Coding Perry
- Coding/Low-enrolled/No Guaranteed Courses
  - Submit Course list w/coding to Dean's Office – Wednesday, March 2
  - Hiring Paperwork due by to Provost Office by March 25<sup>th</sup>
  - Adjunct contracts will need to be sent earlier to meet deadline
- Travel Perry
- New Forms on Administration & Finance Website
  - Pre-approval Process Completed Prior to Registration/Airfare Bookings
  - Pre-approval Forms Kept on File in Department for Audit Purposes
- Majors & minors – verify info on web ([wcu.edu/29.asp](http://wcu.edu/29.asp)) Dan
- AA21 Renewal Dan
- Articulation Agreements Dan
- Task List Status Report**
- Dispositions Policy Dan
- Field Placement Guidelines Gwendoline
- Faculty Load Re: Visiting Intern Is and IIs Department Heads
- Program Admission Requirements Review Dan/Dept Heads
- Review completed by August 2<sup>nd</sup>  
*\*Handouts-sent electronically*

## VII. Important Dates

Wednesday, April 13, 2011, 3:30 PM, UC Grand Room      CEAP Honors and Awards Ceremony  
Monday, April 18, 2011, 12:00-1:30 PM, KL 104      Dean's Appreciation Luncheon

### Leadership Council Meetings

Wednesday, February 23, 2011, 9:00 AM      Wednesday, March 9, 2011, 9:00 AM  
Wednesday, March 23, 2011, 9:00 AM      Wednesday, April 6, 2011, 9:00 AM  
Wednesday, April 20, 2011, 9:00 AM      Wednesday, May 4, 2011, 9:00 AM  
Wednesday, May 18, 2011, 9:00 AM      Wednesday, June 8, 2011, 9:00 AM