College of Education and Allied Professions Leadership Council

The CEAP Leadership Council met on Wednesday, January 5, 2011 at 10:00 a.m. in Killian 218.

**Members present:** D. Brotherton, R. Corbin, M. Karvonen, D. McCord, W.D. Nichols, L. Nickles, P. Schoon, D. Grube

**Members absent:** J. Smith, E. Franklin, G. Ayuninjam, D. Claxton

**Others present:** J. Stewart

**Minutes:** Motion and second to approve the minutes dated 12/15/2010 was passed unanimously.

### Announcements

#### I. Announcements

- Dee began a discussion about a taskforce for early field experience. We have approximately 12 courses that require the students to be in the field. There is currently no process in place for requesting an early field experience for elementary and middle grades students. Perry asked that Dee, Janice, Gwen, and Meagan meet to discuss this topic and work on developing a list of courses that require these experiences and a process for requesting these placements.

- Meagan announced that the reports dealing with secondary education for Program Prioritization will use an alternate report template specifically designed for these multi-college programs. Meagan worked with Catherine Carter and Michael Shallock to develop the template. This committee will make recommendations to the Deans using a different rating system. David M. and Dan recommended that the CEAP taskforce review and make recommendations regarding these programs, as well.

- Perry announced that the budget office has disallowed giving the future educators pins during the annual beginning teacher induction ceremony.

#### II. Dean’s Report

- President Ross – Accessibility/Fluidity – Meeting the Needs of the Citizenry of NC
  - President Ross has announced that he will continue with the idea that higher education should be as accessible to the citizens of North Carolina as possible. His plans will be based on making the system fluid, which will allow citizens to move in and out of the system easily, rather than the performance measure basis that has been used in the past.

- University Council on Diversity and Inclusion
  - The Chancellor will be establishing a university council on diversity and inclusion. Each college has been asked to nominate a representative be a representative from each college. The Dean will nominate John Habel from CEAP upon his acceptance of the nomination.
- $450,000 – University One-time Furniture Buy
  ▪ The Provost has not released the $450,000 allotted for classroom furniture. These funds are being held in reserve as part of budget reduction scenarios.

- Executive Council - Essential Positions
  ▪ Executive Council is in the process of defining what an essential position is.

- Travel Restrictions – Regardless of Source
  ▪ Perry expects to hear more on travel restrictions in the next couple of weeks. These restrictions may include Grant funds, as well as State Funds. These restrictions will not impact faculty members who want to fund scholarship travel themselves.

- Distance Learning Travel
  ▪ Perry is continuing to work with the Distance Learning office regarding travel. To date, CEAP has been funding distance learning travel in total and then submitting a bill to the Distance Learning office. It appears we will be returning to the practice of sending the paperwork to the Distance Learning office for coding and payment. Mary reminded the Council to include the student’s name and “distance learning” in the comments field on the travel forms. The forms will be split coded in the Dean’s office prior to the paperwork being forwarded to the Distance Learning office, therefore the delineation between residential and distance students is very important. These guidelines will also be true for the preapproval process for overnight distance travel.

III. Theme Discussion
- QEP Process
  ▪ Perry will be required to provide an update to provost at the next meeting. The Leadership Council members were asked to briefly address the following questions by January 15, 2011:
    ▪ What are the biggest implementation issues across campus?
    ▪ Where are we in the process?
    ▪ How does faculty feel about the process?
    ▪ How is the QEP supported by the College?

IV. Business Items

Indirect Costs
- Perry reviewed an indirect costs report with Council. A taskforce has been formed by the Provost to recommend a formula for indirect costs to the Chancellor this month.

History of Faculty Activity *
- Perry announced that faculty members who are not producing scholarship and only teaching three classes should be assigned four classes. Scholarship will remain an emphasis for CEAP. Perry indicated that AFE should be used to reinforce these requirements. The Council began a discussion into the definition of workload and the metric that should be used to define the teaching load.
E & T Allocation Process * Perry
- Perry reviewed the E&T Allocation document provided to the council. These allocations are one-year permanent allocations.

Undergraduate & Graduate Distance 2010 Snapshot * Perry
- Perry reviewed the Undergraduate & Graduate Distance 2010 Snapshot provided by Regis Gilman with the Leadership Council. Perry will be working with Regis to gain more information for Program Prioritization.

List of Students Receiving Incomplete Perry
- Perry asked the department heads to provide a list of students receiving incompletes including the reason for the incomplete to the Dean by January 15, 2011. Meagan announced that there is a Banner report available for incompletes. Incompletes are only to be given for non-academic reasons. The dean recommends attaching due dates to any incompletes issued to students.

No Class Time Slot Perry
- Perry announced that other colleges on campus have set aside times during which there are no classes scheduled. The Dean’s Council is discussing reserving a university-wide no-class time slot. These time slots enable students to attend seminars and other special events and enable colleges to schedule meetings that will not conflict with faculty teaching schedules. The council collectively had no objection to reserving such a time slot. Perry will go back to the council and let them know that CEAP are willing to be part of the discussion.

Sexual Harassment Training * Perry
- Perry announced that every employee will be required to attend mandatory Sexual Harassment training. Employees will be able to choose from two different training delivery methods: online video with a test and classroom training.

Students Should Take GRE Prior to 8/1/2011 Perry
- Perry issued the recommendation that students take the GRE prior to 8/1/2011. In August 2011, the test and its scale for scoring will be changing significantly. The norming period will continue into November. During the transition there may be a period of time when we will not know what the comparable scores between the old scale and the new scale will be.

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 2nd

*Handouts-sent electronically
## Important Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 7-8, NCCAT</td>
<td>Teaching Fellows/Sophomore Leadership Conference</td>
</tr>
<tr>
<td>Tuesday, February 1, 2011</td>
<td>Dept. Botner Nominees Due to Dean</td>
</tr>
<tr>
<td>Thursday, February 3, 2011</td>
<td>Beginning Teacher Mid-year Induction Symposium</td>
</tr>
<tr>
<td>Friday, February 25, 2011</td>
<td>Literacy Conference w/Guest Speaker Katie Ray</td>
</tr>
<tr>
<td>Thursday, March 3, 2011, Blue Ridge Conference Rm/UC</td>
<td>Middle Grades Teachers of Tomorrow</td>
</tr>
<tr>
<td>Monday, April 18, 2011, 12:00 AM, KL 104</td>
<td>Dean’s Appreciation Luncheon</td>
</tr>
<tr>
<td>Wednesday, April 13, 2011, 3:30 PM, UC Grand Room</td>
<td>CEAP Honors and Awards Ceremony</td>
</tr>
</tbody>
</table>

### College Meetings:

- **Friday, January 7, 2011, 10:00 AM, KL 104**: CEAP College Meeting
- **Wednesday, March 16, 2011, 3:30 PM, KL 104**: CEAP Meets w/Provost Stanford

### TPR Dates:

- **February 1, 2011**: 3-5 YR Reappointment Files Due to Provost
- **February 7, 2011**: 1st YR Reappointment Files Due to Dean
- **February 7, 2011**: PTR Files Due to Dean
- **February 21, 2011**: 1st YR Reappointment Files to the Provost
- **February 21, 2011**: PTR AA12 Due to Provost

### 10-11 Leadership Council Dates:

- **Wednesday, January 5, 2011, 9:00 AM**: Wednesday, January 19, 2011, 9:00 AM
- **Wednesday, February 2, 2011, 9:00 AM**: Wednesday, February 16, 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**

Dean Schoon adjourned the meeting at 12:00 PM.