College of Education and Allied Professions Leadership Council

The CEAP Leadership Council met on Wednesday, March 9, 2011 at 9:00 a.m. in Killian 218.


Members absent:

Others present: J. Stewart

Minutes: Motion and second to approve the minutes dated 2/23/2011 was passed unanimously.

Announcements

I. Announcements

- Perry announced the new conference table for KL 218 has arrived. IT personnel will be working to complete the integration of the technology and the table.
- The finalized CEAP reorganization plan was announced Friday, March 4. The reorganization plan will go into effect on July 1, 2011.
- Gwendoline announced that Internship Orientation will take place on April 27th from 4:00 pm to 6:30 pm.
- Dee announced that Dave Strahan in collaboration with several other CEAP faculty members was awarded a NC Quest grant. The focus of the grant will be on response to instruction specifically in the areas of literacy and mathematics.

II. Dean’s Report

Perry

Space – Possible availability in McKee, 2012
The College Space Committee has been formed. Perry announced that the committee will be put on hold for now due to CEAP’s request for space in McKee that is currently occupied by Health and Human Sciences. If the request is approved, it will dramatically impact available space in Killian. Some minor changes will take place in the near future.

Questions for the Dean from Leadership Council meeting regarding reorganization

- How did the reorganization save faculty positions in the college?
  Perry responded that without the reorganization CEAP would have been forced into a reduction in force scenario. The reorganization enabled us to reclaim the salaries and benefits associated with two department head positions. The reclamation of these costs allowed Perry to retain four faculty positions that had been identified for the reduction in force. Additionally, with the elimination of some of the director stipends, the addition of associate or assistant department heads will be balanced out.

- How open to other reorganization modifications within the three department model would the Dean be willing to entertain?
  Perry responded that at the time that this discussion took place, all options were open for discussion. Since then, the reorganization has been finalized.
• When will faculty and staff receive clarification on the outcomes of the prioritization process outside of the reorganization?
  ▪ Perry has continued to gather information from faculty regarding program prioritization. Perry announced that he will ask the CPP Taskforce, as well as the Leadership Council, if releasing their recommendations is a possibility. If agreed upon, after conversation with Provost, those recommendations will be released to the college at large.

• General concerns
  ▪ The Department Heads have been given their faculty and staff rosters.
  ▪ Faculty representation issues at a college level, as well as a university level, will be addressed as we move into our spring election cycle.
  ▪ Perry has been meeting with university officials (registrar, human resources, etc.) on issues surrounding the reorganization.
  ▪ Perry will be meeting with Beth Lofquist next week regarding Departmental Collegial Review documents and processes.
  ▪ Department Heads will be working with transitioning faculty to make transitions as easy as possible.

III. Theme Discussion

   Roll-up Proposals

Perry announced that there may be some roll-up monies available this semester and provided recommendations for these funds:
  ▪ Apple computer purchase to complete refresh
    ▪ Lee announced that the majority of the college has been converted over to a standard MacBook/Cinema display configuration. We have a few more computers available and will be rolling them out to those who are willing to upgrade. We will need a few additional computers to complete the refresh.
  ▪ Convert KL 227 to a conference room
  ▪ Increase wireless access throughout Killian building
    ▪ This proposal will be our top priority.
  ▪ Additional ideas:
    ▪ Proposals need to be submitted to the Dean’s office by Thursday at 5pm.

IV. Business Items

   Honors & Awards Program Layout

Jenny

• Program submitted to Print Shop by 4/4/2011.
• The council agreed that they appreciated the effort put forth by the Dean’s office staff in producing the items provided for their review. There was no opposition to using the same format that was used for the 2009 program. The council agreed that combining awards so that students only come to the podium once will help to shorten the ceremony.

Good News Awards

    Perry
Each year, a good news award is given to faculty who have published a book or received a grant award of $50,000 or more.

Names are due to Perry, copying Mary, by March 18th.

Fall Part-Time Requests  
Perry  
- Department heads to collaborate on submitting 3 requests relative to the new organizational structure.  
- Submit requests to Perry, copying Mary by April 6th.

AFEs  
Perry  
Perry provided a handout for the department heads regarding AFEs.  
- Signed AFEs due to the Dean by May 1st.  
- May 1st – begin transition of employee files to new units.  
- Department head materials submissions due May 1st.

Fact Sheet Feedback  
Dan  
Dan announced that fact sheets have become very important to Admissions for use in recruitment. He asked for feedback from the department heads about the use of the fact sheets.

100% Inventory Due March 18th  
Lee  

Retirements  
Perry announced that there are several retirements from CEAP this year. The retirement recognition will be handled by the departments. Minimal funding will be available through the Dean’s office, if needed.

Task List Status Report  
Dan  
Gwendoline  
Department Heads  
Dan/Dept Heads  
- Dispositions Policy  
- Field Placement Guidelines  
- Faculty Load Re: Visiting Intern Is and IIs  
- Program Admission Requirements Review  
- Review completed by August 2nd

*Handouts-sent electronically*

V. Important Dates  
Thursday, March 10, 2011, University Center  
- Teachers of Tomorrow Reaching to Teach for Middle Grade Students  
Monday, March 14, 2011, KL 104  
- CEAP/Community College Dialogue  
Wednesday, March 16, 2011, UC Multipurpose Room  
- WNC Leadership Work Session for Beginning Teacher Support Providers  
Sunday, March 20 – Friday, March 25, 2011  
- Rural Urban Exchange  
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, 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

Dispositions Policy

Field Placement Guidelines  Dan
Faculty Load Re: Visiting Intern Is and IIs  Gwendoline
Program Admission Requirements Review  Department Heads
• Review completed by August 2\textsuperscript{nd}

Dan/Dept Heads

Dean Schoon adjourned the meeting at 9:50am.