The CEAP Leadership Council met on Wednesday, November 10, 2010 at 9:00 a.m. in Killian 218.


Members absent: E. Franklin, D. Grube

Others present: J. Stewart

Minutes

Motion and second to approve the minutes of the October 13, 2010 meeting with the approved changes. Motion passed.

Announcements

I. Announcements

Council Members

Holiday Luncheon

Lee

Lee announced the Holiday Luncheon will be held on December 10 from 11:30-1:30 in the Blue Ridge Conference Center. Please be sure to make reservations with Wilma Nations in KL 250 for the luncheon by the 19th. The cost of the luncheon is $8 per person.

SAI Initiative

David M.

David McCord announced that the SAI initiative passed the Senate and will move forward beginning this semester. This initiative changes the existing SAI procedures in three ways:

1. Final grades will not be posted to transcripts until noon on Monday following final exam week. However, students who have completed CoursEval in specific courses will receive an auto-email to their Catamount email account with the final grade in that specific course.
2. “Countdown” reminders will be sent to all students reminding them of the early grade notification for SAI completers.
3. The CoursEval window will be offset to span the last full week of classes remaining open until midnight Sunday night before the start of final exams.

Scholarships

Jackie

Jackie announced that scholarship applications will be accepted until December 1. There are several scholarships that have had fewer than average applicants this year. Please see Jackie for more information.

II. Dean’s Report

COD Update

Program Prioritization and Budget

Perry announced that it appears likely that the 10% scenario will be higher than originally anticipated. The chancellor reserved 5% to be used to offset some of the reduction; however, the remaining 5% reduction will come from the colleges. Perry reminded the
Council that the goal will be to do everything we can do from a structural standpoint in order to preserve people. Linda has decided to begin the prioritization process within Academic Affairs. Each college will create their own process. Linda has requested college prioritization data be forwarded to the Provost’s Office by 2/15/2011. The Provost’s deadline will cause the CEAP program prioritization timeline to change. The council agreed that, at this point, the focus should be on existing programs instead of proposed programs.

A motion was made and seconded to submit all existing programs to an accelerated timeline (outlined below) while the new programs will adhere to the original timeline set forth by the council. The motion carried unanimously.

Timeline for Existing Programs:
- Friday, January 21, 2011: Reports are due by 2pm.
- Tuesday, January 4, 2011: Early report submissions will be available to the CPP Task Force, Leadership Council, and the Dean for review
- Thursday, February 3, 2011: Task Force to complete their review and recommendations.
- Friday, February 4, 2011: Leadership Council meets to prepare their recommendations.
- Wednesday, February 9, 2011: Compilation of all recommendations will be complete.
- Tuesday, February 15, 2011: CPP results due to the Provost

Timeline for New Programs
- Friday, February 11, 2011: Reports due to Dean’s office
- February 11 – March 15: CPP Task Force, Leadership Council, and the Dean will complete their ratings simultaneously. They will share the report documentation.

David M. will be meeting with Alan Socha this week to accelerate the process of obtaining the quantitative data necessary for the completion of the reports due to the new deadline issued by the Provost.

Report Template*: Dale and Denise have been working on developing a template for the CPP program reports. Dale reviewed the CPP report template with the Council for feedback. The template has been created using textboxes that will manage the length of the report. The text boxes will not accept table insertions, therefore faculty will be instructed to attach the table to the end of the report like an appendix and make reference to the table in the corresponding text box. Dale and Denise will update the template with the changes approved by the council and redistribute the template this week.

Criteria G and H*: The CPP criteria G and H were reviewed by the council. The CPP criteria documents were amended as approved by the Leadership Council.
III. **Theme Discussion** –
*Summer Session Funds*

The council will meet Monday, November 15, 2010 to discuss summer session funds. Perry asked Lee to compile a list of computers that are in need of replacement. Perry directed the Council to submit any new proposals for consideration on the 15th.

IV. **Business Items**

*Submitting Travel within 30 days*  
**Perry**

All travel reimbursements must be submitted within 30 days of the date of travel. Requests submitted after the 30 day window will not be reimbursed.

*Phone Buddy List - Updated*  
**Perry**

The Council reviewed and approved the phone tree document provided.

*Grants*  
**Perry**

Going forward, budget/administrative assistance for grant projects (post-award) must be written into the grant. Current administrative staff in the Dean’s Office does not have the resources to fulfill these obligations. Departmental staff may be used at the discretion of department head.

*Handouts-sent electronically*

V. **Important Dates**

January 7-8, NCCAT  
Teaching Fellows/Sophomore Leadership Conference

Friday, December 10, 2010, 11:30 AM, Blue Ridge Conf.  
CEAP Holiday Luncheon

Monday, April 18, 2011, 11:45 AM, KL 104  
Dean’s Appreciation Luncheon

Wednesday, April 13, 2011, 3:30 PM, UC Grand Room  
CEAP Honors and Awards Ceremony

**College Meetings:**

Monday, November 15, 2010, 11:00 AM, KL 104  
CEAP College Meeting

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:**

November 18, 2010  
Tenure/Promotion Files Due to Provost

November 23, 2010  
2nd YR Reappointment Files Due to Provost

December 10, 2010  
3-5 YR Reappointment Files Due to Dean

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:**
Dean Schoon adjourned the meeting at 12:00PM.