College of Education and Allied Professions Leadership Council

The CEAP Leadership Council met on Friday, April 23, 2010 at 9:00 a.m. in Killian 218.


Members absent: G. Ayuninjam, D. Grube, W.D. Nichols

Others present: T. Rose for EMGE, M. Rompf

Minutes Motion and second to approve the minutes of the April 9, 2010 meeting. Motion passed.

Announcements Perry thanked those who assisted with the preparation of the Honors and Awards Ceremony. Nice comments have been received about the event.

Jamel asked department heads to remind department liaisons to submit service learning reports by the end of the semester. Renee volunteered to collect data on behalf of the directors.

Theme Discussion Council Members

Funds for Online and Distance Learning *

The council discussed needs and possible usages of distance learning funds, a pool of funds (approximately $98,000) which colleges can submit applications to the Provost Office to support distance learning needs. Department heads will discuss this with faculty and then meet on Wednesday, April 28th, at 9:00AM to review proposals for submission. College-wide proposals are due to the Provost by April 30th.

Business Items Council Members

Summer Vacation Calendar Perry
Please submit vacation plans for the summer to Mary by Friday, April 30th. A list will be compiled and maintained in the Dean’s Office.

Scheduling of Leadership Council Meetings Perry
The Leadership Council meeting on May 21st will be rescheduled. A notice announcing the new date will be sent to the council next week. During the academic year, the council agreed to meet on Wednesdays going forward. The summer council schedule will be determined after a review of teaching schedules.

Office Space/Hall Directories Perry
CEAP will send hall directory information proofs to the Print Shop by July 1. Department heads are asked to review space availability and office assignments for incoming faculty, and report updates/changes.
Committees *  
Perry

The council reviewed committee vacancies for 10-11. Departments should submit names of committee members to the Dean by August 30th. This time frame will allow departments to discuss committee assignments at the opening semester department meetings, if they so choose.

CEAP By-laws

The council discussed the need for a provision in the by-laws that allows ease of processing of cosmetic changes (such as updating name changes like College Tenure, Promotion and Reappointment Committee to College Collegial Review Committee). Lee volunteered to review the by-laws for currency of language and developing a provision to address cosmetic changes.

Director Evaluations  
Perry

Directors are asked to complete a self-evaluation and bring it to next regularly scheduled director’s meeting with Dan or Perry.

Summer Events Request *  
Perry

Please submit any “requests for attendance at summer events” to the Dean’s Office. A college-wide request will be sent to the Provost Office.

Summer Compensation for Program Directors  
Perry/DHs

The department heads met with Perry following Leadership Council to review summer compensation for program directors. Department heads are to submit compensation recommendations to the Dean by Monday, May 3rd.

Task List Status Report

Field Placement Guidelines  
Gwendoline

- Revisions will be discussed at May 7th meeting
- Faculty Load Re: Visiting Intern Is and IIs  
  Department Heads
- Annual Assignment Tracking Mechanism  
  Council
- Due end of semester
- Chancellor Task Force on Teacher Supply/Demand-5/14  
  Directors
- Communication Strategy/Mechanism for College  
  Perry
- Due to council by February 15th

For Information

*Handouts-sent electronically

Important Dates

May 7, 2010  
Department Head AFE Materials Due
May 7, 2010  
Signed Faculty AFEs Due to Dean
August 9, 2010, 8:30-4:00  
Department Head Workshop
August 11-13 & 17, 2010  
New Faculty Orientation
August 18, 2010, 8:30-11:00 AM, FPAC  
University Faculty/Staff Reception/Mtg
August 18, 2010, 11:30-1:00  
Coulter Faculty Center Luncheon
August 18, 2010, 1:00 PM, KL 104  
CEAP Opening Semester Meeting
August 19, 2010, 9:00 AM  Departmental Meetings
August 26, 2010  Cooperating Teacher Orientation
August 30, 2010  Cooperating Teacher Orientation
August 31, 2010  Cooperating Teacher Orientation

09-10 Leadership Council Dates:
April 23, 2010  May 7, 2010
May 21, 2010  June 11, 2010
June 25, 2010

The council meeting was adjourned at approximately 11:15 a.m.

Submitted by – Mary Rompf

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