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


Members absent: G. Ayuninjam

Others present: M. Rompf

Minutes
Motion and second to approve the minutes of the May 20, 2010 meeting. Motion passed.

Announcements
IT Services Restructuring    Lee
Colleges will no longer have an assigned IT representative. IT is restructuring its unit to improve and enhance technology across the university. The goal of the restructure is to addresses system wide improvements and to reduce the need for troubleshooting and repairs. Faculty/staff who need technology assistance should contact the help line. If the issue cannot be handled over the phone or through remote desktop access, then an appointment will be made for a technician to address the issue.

Perry asked council members to please copy Mary when they are sending him an email with an attachment.

Dean’s Report
On May 26, the UNC Council of Education Deans met via video conference. A discussion was held about the budget. More details will follow as the House and Senate continue their negotiations. It is believed that funding from General Administration for Distance Education/Teacher Education and Teacher Recruitment should continue next year.

Business Items
Council Members

Lines of Communication    Perry
Perry reminded council members of the importance in holding open conversations with appropriate parties prior to decision making. An example of where this may not be occurring in the past is faculty making program changes without discussion with department heads.

Faculty Load    Perry
Perry asked the council to have an open discussion regarding faculty load. Department heads discussed and supported using the FTE calculator as a tool for beginning discussions with faculty regarding differentiated staffing. Some departments are noting FTE generation within the faculty AFE. A discussion was also held regarding one, two, and three credit hour courses and how to account for these based on load and possible
accounting as service requirements. Department heads discussed the importance of considering individual faculty loads and the broad needs of the department. Meeting an FTE target is an overall department responsibility.

- Perry will define expectations for each of the departments for the 10-11 academic year (this expectation/target may be adjusted at the end of the first year).
- Department heads will use the FTE calculator as an opening conversation with faculty. The FTE calculator and FTE generation will be discussed at the fall opening school meeting.
- Each department head will meet with faculty to set goals/expectations for service, teaching and scholarship. Department heads will have this discussion with faculty at the opening department meeting and will hold individual faculty conversations, as appropriate. Departments will share the results of the FTE calculator across the department for transparency purposes.
- The Dean and the Department Heads agree that when accounting for load in consideration of coordinator or director responsibilities, reassignment of duties can be distributed across FTE production, scholarship and service. This will recognize that there may be opportunities/benefits for consideration other than a “course release”.
- The department heads will meet to finalize a common faculty load form and submit to Perry.

*Homecoming Activities*  
Perry
CEAP will host a reception/picnic during homecoming weekend in Killian 104. David mentioned that Carla would be great at assisting with the communication of the event. The college will look into possibly purchasing 20 football tickets which would be made available to alumni on a first come first serve basis.

*Business Process for Notifying Faculty/Staff of Degree and Major Changes*  
Renee
When a change is made to a degree and major, there are many individuals/units who need this information. Renee asked the council for feedback on how to communicate degree and major changes. It was suggested that individuals could be added as non-voting members of the curriculum committee or minutes of the curriculum committee could be shared with units needing this information. Renee will create an internal checklist of who needs to know what. Renee will provide the checklist to Perry, who will bring this as a discussion item to the Council of Deans so that communication at the university level is also considered.

*Revisions to College By-laws*  
Lee
The council reviewed suggested revisions to the CEAP College By-laws. The by-laws are being revised in order to update, generalize and simplify language. Lee will incorporate suggestions received at today’s meeting and will bring an updated document back to the council for review.

*Change of Grades*  
Dan
Dan asked departments to review the grade change policy and complete the grade change form as appropriate. Recently, the College has received several calls regarding improperly completed Change of Grades forms. Dan asked department heads to make faculty aware of the grade change policy during opening semester department meetings.

*University/Academic Supervisor Travel Pre-Authorization*

Dan reviewed the statement drafted by Gwendoline for inclusion in the licensure handbook. Perry asked council members to remind university supervisors to submit travel reimbursements monthly.

*Task List Status Report*

Dan/Dept Heads

Perry asked department heads to create a consolidated list across departments of what currently constitutes course load and submit this to him with the faculty load form.

*Program Admission Requirements Review*

Dan/Dept Heads

- Review completed by August 2nd

Important Dates

- **August 2 and 3, 2010, University Center**  
Beginning Teacher Symposium
- **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
- **October 28, 2010**  
Tenure/Promotion Files Due to Dean
- **November 1, 2010**  
2nd YR Reappointment Files Due to Dean
- **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
09-10 Leadership Council Dates:
Wednesday, June 9, 2010, 9:00 AM   Monday, June 21, 2010, 9:00 AM
Wednesday, July 7, 2010, 9:00 AM   Wednesday, July 28, 2010, 9:00 AM
Wednesday, August 25, 2010, 9:00 AM   Wednesday, September 8, 2010, 9:00 AM
Wednesday, September 22, 2010, 9:00 AM   Wednesday, October 13, 2010, 9:00 AM
Wednesday, October 27, 2010, 9:00 AM   Wednesday, November 10, 2010, 9:00 AM
Wednesday, December 1, 2010, 9:00 AM   Wednesday, December 15, 2010, 9:00 AM
Wednesday, January 5, 2010, 9:00 AM   Wednesday, January 19, 2010, 9:00 AM
Wednesday, February 2, 2010, 9:00 AM   Wednesday, February 16, 2010, 9:00 AM
Wednesday, March 9, 2010, 9:00 AM   Wednesday, March 23, 2010, 9:00 AM
Wednesday, April 6, 2010, 9:00 AM   Wednesday, April 20, 2010, 9:00 AM
Wednesday, May 4, 2010, 9:00 AM   Wednesday, May 18, 2010, 9:00 AM
Wednesday, June 8, 2010, 9:00 AM   Wednesday, June 22, 2010, 9:00 AM

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.