The CEAP Leadership Council met on Monday, June 21, 2010 at 9:00 a.m. in Killian 218.


Members absent: D. Brotherton, E. Franklin, W.D. Nichols, E. Sigler

Others present: D. Carpenter for HS, M. Karvonen for ELF, R. Scales for EMGE, M. Rompf

Minutes

Motion and second to approve the minutes of the June 9, 2010 meeting. Motion passed with two additions to the minutes:
- The FTE calculator and FTE generation will be discussed at the fall opening school meeting.
- Departments will share the results of the FTE calculator across the department for transparency purposes.

Announcements

A list of programs, which have been identified as needing review of admissions criteria and procedures, was distributed to department heads. Perry asked department heads to add these items to their job targets for the next academic year.

Meagan Karvonen will become the Interim Department Head of Educational Leadership and Foundations effective August 1, 2010. In July, Meagan will work with Ellen during the transition period.

Gwendoline has four students remaining to be placed for fall 2010. In some instances, varying issues may be causing placement issues. The college will work on completing a disposition policy during the 10-11 academic year.

Dean’s Report

Budget – There are expected cuts to General Administration’s budget which would result in cuts to our college. More information will be forthcoming. Preservation of faculty and staff lines will be a priority.

Department Head/Director Goals – Please bring a list of department head and director goals for 10-11 to the next scheduled individual meeting with Perry.

Business Items

FTE Calculator

The twelve cell grid from General Administration is based on historical information and the Delaware II study. The grid accounts for labor intensity, graduate versus undergraduate course, and delivery of courses. In some cases, the assigned course rating of 1, 2, 3 may not be consistent with the department or faculty perception of work load. To respond to this, it was discussed that negotiations about FTE generation can occur within departments. Departmental targets may be adjusted by the Dean.
Checklist for Program Changes

The council discussed the notification checklist for program changes and adjustments. Perry requested that the checklist’s “x” and “y” axis be reversed. The council requested that those units who are a part of the program change process be removed from the list. Renee will work closely with the department heads to identify contacts needed on the checklist outside of the normal curriculum review process. There may be a need to expand the notification process/checklist to other business practices within the college/institution, such as notifications of new department heads.

Task List Status Report

Add: 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

Important Dates

August 2 and 3, 2010, University Center - Beginning Teacher Symposium
August 9, 2010, 8:30-4:00 - Department Head Workshop
August 11-17, 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 19-21, 2010 - Teaching Fellows Fall Retreat
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:
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
The council meeting was adjourned at approximately 10:15 a.m.

Submitted by – Mary Rompf

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