College of Education and Allied Professions Leadership Council

The CEAP Leadership Council met on Wednesday, July 28, 2010 at 9:00 a.m. in Reid 131.

**Members present:**  B. Beaudet, D. Brotherton, R. Corbin, E. Franklin, D. Grube, J. Holt, D. McCord, W.D. Nichols, L. Nickles

**Members absent:**  G. Ayuninjam, P. Schoon, E. Sigler, J. Smith

**Others present:**  M. Karvonen for ELF, M. Rompf

**Minutes**  Motion and second to approve the minutes of the July 7, 2010 meeting. Motion passed.

**Announcements**

Dee announced that EMGE has filled its one year, fixed-term faculty position. Ann Marie Garth will join the department this fall.

Dale announced that one of the two completers of the University Participant Program, Michael Beasley, has been hired to work in the fall. Michael will assist the college with mail deliveries across campus and he will mentor the incoming University Participant Program (UP) students. The UP program provides college campus experiences for those who may not otherwise be able to attend college and promotes independence and job skills for participants. Dr. David Westling is applying for a federal grant to continue the work of the UP program.

Dan attended one of the QEP electronic briefcase sessions offered this summer. The briefcase will be set up in blackboard and will allow students to collect/house QEP artifacts. The electronic briefcase will be phased in over a period of time. The session lasts about 45 minutes and Dan recommends that council members take advantage of the training sessions to gain a sense of the program. At this time, electronic briefcases will not replace Task Stream because the briefcase lacks an assessment component which is needed for accreditation.

Dan announced that CEAP, in coordination with the College of Health and Human Sciences, is jointly sponsoring the upcoming visit of Dr. Eduardo Duran. Dr. Duran will be on campus on September 7th and will hold a morning session for psychology and counseling students. An open session for the campus at large will be held. Additional details will be forthcoming.

**Dean’s Report**

- UNC GA Video Conference- Tuesday, August 31, 2010 from 1pm to 3pm - An overview and discussion of NC’s new accountability and curriculum reform effort led by Angela Quick, Deputy Chief Academic Officer with DPI.

**Theme Discussion**
FTE/SCH Calculations/Program Prioritization

Department heads

*, Janice, Dan and Perry will hold this discussion following Leadership Council.

Business Items

Communication List Approval

Council Members

Renee

After consulting with the department heads and others in the college, Renee revised the Communication Checklist for College Events template and provided an electronic and hard copy to the council members. The purpose of the template is to provide a list of persons to contact when key events in the college change. The council reviewed the list and made recommendations as to who should initiate contact. Renee and Dan will make adjustments to add contact initiation and then, distribute to the council.

Handbook

Gwendoline/Dan

Dan, Gwendoline and Janice met to review the recommendations/updates received. All recommendations from department heads have been considered and incorporated into the handbook, as appropriate. Gwendoline is meeting with Publications for layout and branding assistance. Once this is complete, the handbook will be uploaded to a flash drive and distributed to the cooperating teachers at the intern/cooperating teacher orientations. The timing and coordination of orientations for Intern Is was discussed by the council. The Office of Field Experiences will send notices to the schools and cooperating teacher of student assignments. The council discussed copying program coordinators and department heads on email correspondence to cooperating teachers and interns going forward. Janice will clarify if contact is being made to M.A.T. students as there may be a need for different content in messages sent to graduate and undergraduate students. This was also noted during the revision process of the handbook. As a reminder, the handbook is a fluid process and there will be additional opportunities for revision. Dan thanked Dale and other faculty members who took the time during the summer to contribute to updating the handbook.

Discussion of Questions for CIO via Council of Deans

Dept Heads

Based on the meeting with the Provost yesterday, it appears that the proposed assessment fee has not been finalized. Further discussions will be held by the Council of Deans. Department heads will forward their list of questions to Perry in preparation for the Council of Deans discussion.

Task List Status Report

Dan

Dispositions Policy

Gwendoline

Field Placement Guidelines

Department Heads

Faculty Load Re: Visiting Intern Is and IIs

Dan/Dept Heads

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 11-13 & 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 Center Luncheon
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

College Meetings:
Wednesday, August 18, 2010, 1:30 PM, KL 104               CEAP Opening Semester Meeting
Friday, September 17, 2010, 9:00 AM, KL 104                CEAP College Meeting
Friday, October 22, 2010, 1:00 PM, KL 104                  CEAP College Meeting
Monday, November 15, 2010, 11:00 AM, KL 104                CEAP College Meeting

TPR Dates:
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

10-11 Leadership Council Dates:
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, 2011, 9:00 AM
Wednesday, January 19, 2011, 9:00 AM                       Wednesday, February 2, 2011, 9:00 AM
Wednesday, February 16, 2011, 9:00 AM                      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

The council meeting was adjourned at approximately 10:45 a.m.

Submitted by – Mary Rompf

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