The CEAP Leadership Council met on Friday, November 20, 2009 at 9:00 a.m. in Killian 218.


Members absent:  E. Franklin

Others present:  M. Rompf

Announcements:  Council Members

The Associate Dean search is proceeding. There is a single applicant. Perry will proceed with the interview process.

CEAP will conduct a search for the Field Experience Director position beginning July 1, 2010. The position will be posted shortly.

Minutes

Motion and second to approve the minutes of the November 6, 2009 meeting. Motion passed.

Dean's Report

- Distance Education Operations Group
  - The policy regarding teaching in Asheville related to travel and meal compensation is being revised.
  - Because of a deficit in dollars available for distance learning, costs associated with distance education will be paid by the Provost Office this academic year. Funds will move to the colleges next year.
  - Next year there will not be coordinator/director stipends except in extraordinary situations.

- Associate Provost Position
  - The Associate Provost position has been eliminated. Beth Lofquist will return to faculty in the College of Education and Allied Professions and will oversee administrative responsibilities related to the Jamaican program.

- Council of Deans
  - J-1 Visa (Internship Visa) – Within one year of graduation, students may come into the country for to participate in an internship. This is primarily for students who would like practical experience. The teacher education program will proceed slowly with placing international candidates.
  - Policy 100 – Required Form for University Travel Out of Country – Educational Outreach administers this form for faculty members who teach in Jamaica. As a reminder, faculty attending international conferences must also complete the notification form prior to international travel.
  - Endowment Funds – Deans have expressed concern about college level notification regarding donations to the colleges and universities.
• Accounting Issues – The deans are discussing shared concerns regarding the length of time it takes for fund transfers to post.

• University Tenure Promotion Faculty Committee – Service on this committee is of utmost importance to the university. Faculty members who sit on this committee should make every effort to attend committee meetings. If there is a class conflict, the faculty member should make other arrangements or cancel class to attend the meetings.

• Academic Integrity Procedures – This is being looked at for more involvement at the college’s level. More information to follow.

• Chancellor’s Travel Fund – Because of the high turnout of requests, awards for the fall were made at a reduced amount. The administrative process for this fund is being evaluated for future efficiency.

• Summer Session Funds
  o The Leadership Council will hold a themed discussion on how the college may use a portion of the $41,353 summer revenue as a college-wide initiative. *Themed discussion: “Determine college-wide use of summer session revenue.”*
  o A specific dollar amount (1000-1500 per department) will be allocated to department heads to use as travel funds for the department head. This allocation is being made so that department heads do not compete with faculty for Project Value fund allocations.

• Council of Education Deans
  o Perry distributed a handout from UNC General Administration titled *Teacher Preparation Impact Analysis*. In summary, there are various portals/paths to teacher education licensure. General Administration is preparing a power point presentation which should be available to share with faculty this spring.

Theme Discussion

TRACS

The college will move forward with the TRACS initiative on a pilot basis. Perry asked department heads to discuss the Teacher Recruitment Advising Career Support program with the faculty. Perry will attend department meetings, if requested. It is expected that TRACS will be tweaked as we develop and use this model. An advisory committee will be established with representation from each department.

CEAP will recruit an Executive Director for TRACS. Because of current budget concerns, this position will be posted internally and will absorb a current position within the college.

Business Items

Computer Refresh *

Lee/Perry

Lee reviewed the computer refresh priority list with the council and requested feedback on the methodology. The list will consider condition, age and use for distance instruction. The council provided Lee with latitude to determine appropriate distribution of new computers. The procedure for refreshing CEAP computers will be to purchase Apple laptops with MAC OS or Windows OS based on faculty choice. This follows the procedure that Academic Affairs has set. Computers purchased by grants should be
used turned over to the college at the grant’s conclusion for reassignment within the college. Please report any list discrepancies to Lee.

Exchange Student Override Permit  Dan
Exchange students in the past have typically had difficulty registering for courses because of overrides and pre-requisites. Banner can be set up to provide overrides for exchange students. Dan asked for feedback to provide to Lois and Larry as to how this would work at the college level. The council expressed concern should automatic overrides be permitted with department consultation.

Closet Space  *  Perry
A list of common closet space was provided to the council. Units are encouraged to review stored materials for relevancy. The break between semesters would be a good time to accomplish this.

Advertising Summer Session Courses  Bob
There is a different timeline of when summer courses are due to the Dean for approval and when courses are set up in banner. Departments are encouraged to begin advertising their courses with students. The Dean will review summer course offerings and recommendations once the summer session pay schedule has been reviewed by the Council of Deans.

E & T Funds  Perry
The council reviewed a request list from departments for use of E & T funds. The council reduced the list within the college allocation. Instructions on how to make purchases will be sent to departments.

Recruitment Shirts  Perry
Perry asked departments to provide a recommended list of recipients and sizes for shirts to be worn at recruitment events. The college may have additional shirts available for loan for those who may not regularly participate in recruitment activities.

Task List Status Report
Faculty Load Re: Visiting Intern Is and IIs  Department Heads
Annual Assignment Tracking Mechanism  Council
• Due end of semester

For Information - Please review these handouts.
*Handouts-sent electronically

Important Dates
November 23, 2009, 6:30 p.m., UC Grand
November 24, 2009
December 7, 2009
December 14, 2009
February 4, 2010
February 6, 2010
February 9, 2010
Kappa Delta Pi Honor Society Induction
2nd Yr Reappointment Files due to Provost
Tenure/Promotion Files due to Provost
3-5 Yr Reappointment Files due to Dean
3-5 Yr Reappointment Files due to Provost
Teaching Fellows Recruitment Day
Post Tenure Review Files due to Dean
February 9, 2010
February 23, 2010, 9:00 a.m., Ramsey Ctr.
February 24, 2010
March 25, 2010, TBA
March 26, 2010, TBA
April 9, 2010, KL 104
April 21, 2010, UC Grandroom

1st Yr Reappointment Files due to Dean
Middle School Teachers of Tomorrow
1st Yr Reappointment Files due to Provost
Post Tenure Rev AA12 due to Provost
Carolann Tomlinson Partnership Event
Carolann Tomlinson Student Presentation
Dean’s Appreciation Luncheon
CEAP Honors and Awards Ceremony

09-10 Leadership Council Dates:
November 20, 2009
December 18, 2009
January 22, 2010
February 19, 2010
March 26, 2010
April 23, 2010
May 21, 2010

December 4, 2009
January 8, 2010
February 5, 2010
March 12, 2010
April 9, 2010
May 7, 2010
June 11, 2010

The council meeting was adjourned at approximately 11:00 a.m.

Submitted by – Mary Rompf

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