

**SCHOOL OF EDUCATION**  
**School Council**  
**November 4, 2008**  
**2:00pm - 4:00pm**

**In Attendance:**

J. Bray, D. Coker-Kolo, L. West, B. David, H. Tuleya-Payne, E. Rohena, J. Lombardi, L. McDowell, B. Hatfield

**Review of notes**

The notes from October 23, 2008 were reviewed and approved as written.

**Announcements and topics of discussion**

- ◆ Dean Bray would like to extend her thanks to Faculty and Chairs who helped to make this year's SoE Homecoming event a success. It was a very exciting luncheon with lots of alumni, faculty and retirees joining in the fun.
- ◆ Chairs were asked to identify department representatives for the upcoming SoE retiree lunch, scheduled for Thursday November 13.
- ◆ Any noteworthy accomplishments by faculty or students (such as awards, elections, student presentations, etc) should be summarized and sent to Barb Hatfield for consideration for inclusion in the School's NAS-UPP submission.

**Faculty performance reviews**

The Dean reminded Chairs to base their letters of recommendation on the data that is contained within the performance review materials. All materials must be turned in to the Dean's office by November 10. Chairs were asked if they would please indicate if any of the expected items are not included within the packs of materials.

**Faculty Appointment Forms**

Nancy Korycinski and Donna Geib from the Provost's Office and Diana Lyon from Human Resources joined the group to deliver an overview of how to properly fill out temporary and regular part-time faculty appointment forms and revisions. Chairs were asked to help assure that full correct legal names and up to date addresses are used on the forms. Links to the current version of the forms are available on the Provost's new web page.

*School Council adjourned at 3:30 p.m.*