School of Education
Administrative Leadership Council
March 23, 2015
NCATE Visit Agenda

1. Transportation
   a. March 28 Memphis Airport Pick up at 2:45 PM: Dr. Amy Wells Dolan
      i. Jim Ellis arrives at 3:05 PM on Southwest 2054 (cell# 785-550-2724)
      ii. Marjorie Robinson at 3:05 PM on Southwest 2054 (cell# 702-768-6258)
   b. March 31 Transport to Memphis Airport depart Inn at 2:45 PM: still need someone
      i. Jim Ellis arrives at 6:10 PM on Southwest 789 (cell# 785-550-2724)
      ii. Marjorie Robinson at 5:40 PM on United 3938 (cell# 702-768-6258)

2. Gift Basket at Hotel – Kelli handling

3. Technology: Clay is handling
   a. Computer directly connected to printer in each room?
   b. Guest Accounts

4. Exhibits
   a. Hard copy of Sample Faculty Evaluation from Chair: need from Dr. McClelland
   b. Hard copy of sample tenure/promotion portfolio: need from Dr. McClelland
   c. Record of appeals: Whitney has given Dr. Pepper her information. Need also from Dr. McClelland

5. Interviews
   a. Sunday
      i. 1:30 – Unit Overview: Guyton 215
         1. Rock, Wells Dolan, McClelland, Melear, Pepper, and Webb
         2. Presentation – DR
         3. Review Notebook information and technology
      ii. 2:30 – Assessment System
         1. Pepper and Smitty
      iii. Other Interviews will continue 2:30 - 5:30
   b. Monday: Guyton 15
      i. School visits begin at 7:30 – WHO?
      ii. Interviews begin at 9:00 and conclude at 5:30
iii. Graduate Assistants: Dr. Chessin will give Kelli two names to meet with
Dr. Rock on Thursday at 12:00 to discuss duties.
Jenny Echols and Taylor Smith will help.
6. Next Meeting Thursday, March 26 at 2:00