

College of Education and Allied Professions Leadership Council

The CEAP Leadership Council met on Wednesday, October 2, 2013, at 9:30 a.m. in Killian 202.

Members present: D. Carpenter, R. Corbin, K. Corzine, M. Decatur, D. Grube, A. Malesky, L. Nickles, M. Rompf, K. Ruebel, D. Strahan, R. Wike

Others present: K. Jorissen for D. Brotherton, J. Habel

Members absent: D. Brotherton

Minutes: Motion and second to approve the minutes dated 9/18/2013 passed unanimously.

Guest Speaker: Lowell Davis, David Goss, Kristan Blanton, Marjorie Eyre, Joe Savage: *Grades First*

Grades First will replace Advisor Track. It is a software program that is a scheduling tool for meetings and appointments, a communication tool for recording notes and meetings, and a tool for sharing information between advisors and faculty. The overarching goal of Grades First is to promote a culture of retention. The “issue alert” function allows for an easy, fast mechanism to elevate awareness to the appropriate unit for addressing concerns about students.

A demonstration of the program software was provided. It was noted that program features include the ability to track issues/alerts across units and attach files as a repository. A question was raised about providing surveys to students using Grades First. A feature to survey student satisfaction is not available within the software package; however, Qualtrics could be used for this purpose.

The Council discussed the piloting of Grades First with residential students in the spring semester. It is expected that faculty training on how to use the tool will be provided by the Coulter Faculty Commons beginning in January. Teacher Education undergraduates are already participating through the TRACS office. Parks and Recreation Management and Psychology majors may participate in the pilot project. Marjorie and Joe are willing to provide an overview of Grades First for programs and departments.

This software will track students at risk; however, the note section can be used to track notes as needed. There is an ability to set up local reports. Marjorie is available to look at internal processes and provide support to units using this program.

The Council discussed the benefits of Grades First. Dale recommended that the Professional Education Council may benefit from this presentation. A campus team is available to address referrals and provide interventions.

Announcements

Dave thanked the College for participating in the CEAP Scholastic Book Fair which took in more than \$3,500. The students will receive approximately 25% of these funds.

Dean's Report

Branding- Dale passed around a picture list of approved logos. The Chancellor has requested that only approved logos are used on printed materials provided by units within the university. Unit logos are no longer being developed.

Training- The Clery Act refers to anytime that someone is aware of a crime or potential crime activity on campus, there is a requirement to report the incident to campus police whether or not the person believes that the crime is valid. Reports should be made to campus police by calling 828-227-8911. Not reporting a crime that you have knowledge of is in violation of the Clery Act (University Policy 116). Training related to the Clery Act will be posted on blackboard for all faculty and staff.

Community Engagement Survey- As a part of the university Carnegie Student engagement, a survey will be conducted for reporting community service. Dale noted that there may be an opportunity to utilize the gathered data for CEAP's annual reporting of school services.

Special Fee Requests- Special fee requests were reviewed by the Council of Deans. CEAP's requests to assess a fee to cover the cost of a background check and TaskStream for BK and EDCI 201 courses, as well as, a request to assess \$150 fee for student internships which would provide a stipend to cooperating teachers, were approved to move forward by the Council of Deans. These requests will be submitted to the next level of the hearing process. A program fee for junior and senior teacher education majors was not recommended by the Council of Deans to move forward.

Search Committees

Kathleen reported that a tenure-track search will be initiated to replace the failed fixed-term search for an EDRS faculty member.

Alvin reported that Tom Ford is chairing the search committee for a Psychology tenure-track, faculty search.

Dan reported that there are twenty applicants under review in the pool for the Administrative Support Associate vacancy in STL.

Dale C. reported that progress is being made on the two faculty position advertisements for the CSP program.

Business Items

Requests for guest speaker gifts/Department name tags

Dale

After a discussion about how to acknowledge guest speakers who visit campus and provide a thank you for service, an ad-hoc committee was formed to look at how to appropriately recognize campus visitors. Dave Strahan will oversee this group. Kathleen Jorissen offered to participate. This topic will be listed as a follow-up item at a future council meeting.

Scholarships

Dale/Kim C

As a part of providing college resource information to the Council, Dale distributed a listing of scholarship awards. Currently, CEAP is awarding close to \$80,000 annually in scholarships. Kim brought attention to scholarships which are sometimes difficult to award based on criteria and

reminded council members that applications for the Morrill Research Scholarship are due next week. It is a goal of CEAP to substantially increase its scholarship awards within the next few years.

Enrollment

Renee

Renee provided enrollment data regarding undergraduate and graduate enrollment for the last five years. Of note, the number of freshmen students enrolling in the B.S.Ed. program shows inconsistent (up and down) trending. This is being looked at by TRACS. Additionally, Renee provided the Council with enrollment data from other UNC campuses which shows similar trends.

Assessment Day Templates

Dale distributed a tracking chart titled “Assessment Day Template Follow-Up” and acknowledged programs which have completed the Assessment Day templates. The College will offer assistance to programs which have not completed this process. This item has been added as a task list item.

* *electronic handout*

Task List

Strategic Plan

Add: Assessment Templates

Add: Guest Speaker Recognition

Important Dates

Leadership Council Meetings

Wednesday, October 2, 2013, 9:30 AM

Thursday, November 7, 2013, 9:30 AM

Wednesday, December 4, 2013, 9:30AM

Wednesday, January 22, 2014, 9:30 AM

Wednesday, February 19, 2014, 9:30 AM

Wednesday, March 19, 2014, 9:30 AM

Wednesday, April 23, 2014, 9:30 AM

Wednesday, May 21, 2014, 9:30 AM

Wednesday, June 18, 2014, 9:30 AM

Wednesday, October 23, 2013, 9:30 AM

Wednesday, November 20, 2013, 9:30 AM

Wednesday, January 8, 2014, 9:30 AM

Wednesday, February 5, 2014, 9:30 AM

Wednesday, March 5, 2014, 9:30 AM

Wednesday, April 2, 2014, 9:30 AM

Wednesday, May 7, 2014, 9:30 AM

Wednesday, June 4, 2014, 9:30 AM

Interim Dean Carpenter adjourned the meeting at approximately noon.