

## **CEAP DIRECTORS MEETING**

### Meeting Minutes

**2/5/10**

*Members Present:* Renee Corbin, Jackie Smith, Elaine Franklin, Jamel Anderson-Ruff, Janice Holt, Perry Schoon, Gwen Ayuninjam, Carla Parrish (for Lee Nickles)

*Members Absent:* Lee Nickles

*Next meeting:* **Date:** 3/2/10 **Room:** Killian 218 **Time:** 1:30-3PM

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### **I. Announcements**

Perry and Janice announced the Chancellor's Task Force Luncheon to be held in May. The theme for this year's luncheon is Partnerships with SUTEP and Professional Development Schools for teachers. WCU wants to find out what schools do with technology and who or what they use for resources for training. Another idea is to find out the best resources and ideas for recruitment of teachers and how to reach the best students.

### **II. Discussion**

The group discussed the previous year's details of the Chancellor's Task Force Meeting. They suggested moving the luncheon from the Camp Building to the University Center for more space. The Group decided to move the meeting session to the Multipurpose room in the University Center and The Luncheon to the Grandroom.

The need for Technology theme was discussed and included teacher needs, training possibilities, Professional Learning Communities and school to school opportunities and availability (materials and training resources). Members suggested creating a survey for the superintendents' packets with the three key questions of staff, equipment, and software. This information would later be compiled and reviewed for comparisons among schools. Gwen, Jackie, and Lee were going to help create a draft for the March meeting for review.

It was also mentioned for Lee to have a table set up in the Grandroom for the Luncheon members to view what kind of equipment/software can be used in the classroom (as he did at the Director's meeting last month).

The group discussed invitations, agendas, etc. and Janice was going to check last year's inventory for supplies that may be reused.

Renee shared that she has been working on reports for the college, the Chancellor's Task Force Luncheon, and the J-Term project. She asked group members to share happenings within their departments.

Elaine shared that she is working on an ongoing grant funded project as well as other projects; Mentoring Skills, K-2 Science Group Project, New Essential Standards in Math and Science going into place-working on professional development for teachers for transition.

Janice shared with the group that she has been working on the Cooperating Teacher Symposium (has been delayed until March 5<sup>th</sup> due to weather issues), and the Teachers of Tomorrow for Middle School students (Feb.23).

Gwen shared that she is in collaboration with Janice on the Cooperating Teacher Symposium. She is also working on the Guidelines for Distant Placement for CEAP as well as the TRACS program.

Carla spoke for Lee and mentioned that they are working on portable Smart Boards for students and the possibility of them going into the computer lab as a training room for students. They are also working on the School Services Report. Carla reminded everyone that they need to turn in their forms for their laptops.

Jackie shared that she is working on open house for Teaching Fellows, the Senior Banquet, and an Alumni gathering for former WCU Teaching Fellows. She is also in the process of advising students and address issues with the new college revisioning. She is also getting ready for new WCU Teaching Fellows freshmen that will be attending Fall 2010.

Last month's minutes were approved with a motion by Jackie and 2<sup>nd</sup> by Elaine. All other members approved.

### **III. For Next Meeting (Tuesday, March 2nd)**

Renee asked the group to have resources ready for Chancellor's Task Force meeting and to be prepared to discuss; cards, invitations, draft survey, menu choices, and room scheduling.