

College of Education and Allied Professions Leadership Council

The CEAP Leadership Council met on Friday, November 16, 2012, at 9:00 a.m. in Killian 202.

Members present: D. Brotherton, D. Carpenter, R. Corbin, M. Decatur, D. Grube, D. McCord, L. Nickles, M. Ray, T. Rose, J. Stewart

Members absent: K. Corzine, K. Ruebel

Others present: M. Rompf

Minutes: Motion and second to approve the minutes dated 10/24/2012 passed unanimously.

Announcements

The Leadership Council began with a moment of silence in honor of Dr. Janice Holt.

David announced that members of the Psychology department have begun the move back into the McKee building. The observation camera system that was to be purchased for the Psychology clinic was supposed to mirror the equipment installed in the new Health and Human Sciences building. This equipment has had numerous issues and is being removed. The equipment will go to bid in order to seek a new vendor.

Lee announced that Misty Colton has joined the College. She is overseeing equipment checkout, scheduling of KL 102 and scheduling of the laptop carts. Misty will become involved in inventory and it is expected that the 100% inventory will take place during spring break.

Jenny announced that for this year's service component of the holiday luncheon, the College will collect donations to support the Janice Holt Scholarship. The luncheon will include a pot-luck meal, games, and a photo collection of favorite holiday photo memories of the college membership.

Dale B. announced that the PRM program hosted its 20th Annual Adventure Education conference with over 200 participants. In addition, the program will be featured on the cover of the winter edition of the North Carolina Recreation and Parks Association News.

Dale B. announced that Rus Curtis is a finalist for the Board of Governors Excellence in Teaching award.

Dan announced that David Strahan is this year's recipient of the National Professors of Middle Level Education "Outstanding Middle Level Professor" award. The National Professors group is an organization to support middle level education and is made up of college professors from across the country. An announcement will be added to the College digital signage. It was noted that Kim Ruebel is a former recipient of the award.

Lee showed the Council the various renditions of the final conceptual framework logo. These are stored on the H drive and available for use by college units.

Jenny reminded council members that Whee Teach learning community is sponsoring Operation Shoebox.

Dean's Report

Dale has been meeting with small groups of faculty and staff. Some ideas brought forward include updating unit organizational charts to include contact/location data, providing and promoting opportunities for staff training and development, and increased community gathering opportunities. Units are asked to submit updated directory/organizational information to the Dean's Office for compilation and distribution to the College.

The Council briefly discussed the various uses and benefits of Digital Measures. Psychology uses this tool for AFEs, vita purposes, and extracting data for tracking and reporting requests.

Action Item: Add to the next Leadership Council agenda for discussion: Requiring the use of Digital Measures.

Common Core information sessions are being provided by DPI. Council members should encourage faculty to attend these meetings. An invitation has been provided to education program coordinators in Arts and Sciences. The Dean's Office will support this travel. Dale will forward information to council members about the upcoming DPI student achievement conference which will be held in Greensboro late March 2013.

Business Items

Jamaica Summer Program

Dan

The Jamaica summer program is an "on-campus" requirement for students to complete their degree program. The cost of the summer program is burdensome to the student; however, upon completion of the program, the ministry reimburses half of the cost to the student. Ideally, it is best for the student to complete the campus component at the conclusion of their program. This summer, in consideration of the cost burden to the student and by bringing only co-horts in the final program stage to campus, there would only be one co-hort on campus which would reduce summer revenue for the College and campus. The Council agreed that moving toward bringing Jamaican students to campus at the conclusion of their program and only bringing the graduate-level co-hort to campus this summer is beneficial and supportive of our students. A motion was made to only require the graduate co-hort to come to campus this summer. The motion passed unanimously.

Re-key Reid

Dan

Due to security concerns, facilities management was contacted about the cost to re-key the building. The quote to do this work would be about \$15,000. Dan discussed the various safety concerns, as well as, the lack of knowledge related to all who, throughout the years, may have been issued and still in possession of master keys. Dale mentioned that Kelly Monteith is willing to look at this project in collaboration with CEAP. The Council rated this as a high budget priority and discussed looking into incorporating key pad locks in the re-keying plan.

Changes in the Background Check Policy for Field Experiences

Mary Beth

The Office of Field Experiences will implement a new background check policy effective fall 2013. An expanded background check requirement (including out-of-state and sex offender components) will be instituted prior to the EDCI 201 field experience (\$30 cost). A second background check will be required at the internship stage (\$19). The current cost to students is \$37; this will increase to \$49 with the expanded process. This proposal was brought to the Field and Clinical Experiences Committee, to

the PEC and to the CEAP Leadership Council. The entire CEAP was asked for input. The resulting policy change follows:

Beginning Spring Semester 2013, students applying for their first field experience through the Office of Field Experiences will complete the Initial Screening Package described below (Package A) and will complete the Recheck Package (Package B) when applying for internship/student teaching. Those who have already done the previously required less extensive check (which is no longer available) will submit Package B when applying for internship/student teaching.

Any incident resulting in law enforcement intervention must be reported to the Director of the Office of Field Experiences within 72 hours.

Initial Screening Package (Package A)

North Carolina Statewide Criminal Search

+ All Additional Counties of Residence outside North Carolina in the past 7 years.

Nationwide Criminal Database with Sex Offender Index

Residency History

Social Security Alert

Unlimited search of all additional counties found outside the state of NC in the past 7 years. Includes

Applicant's current, maiden and alias name.

Recheck Package (Package B)

North Carolina Statewide Criminal Search – Current, Maiden & Alias Names

Nationwide Criminal Database with Sex Offender Index

Residency History

Social Security Alert

Atomic Learning for Graduate Students

Renee

Lee made a presentation to the Assessment Committee on the usage of Atomic Learning by graduate students. Renee asked the Council for input on behalf of the Assessment committee. The Council approved proceeding with the plan as presented. Graduate students will use atomic learning as the technology component of their student portfolio.

*NSSE Data Results **

Renee

NSSE surveys first time freshmen and seniors. Renee highlighted various data results for the Council. Renee noted that WCU freshman had a higher participation rate/positive response across those participating in the survey. Consistently students (seniors) within the College of Education and Allied Professions had positive responses. Council members are asked to share this information with faculty; students reported that their college experiences, including community outreach and service learning opportunities, were positive. Students responding to “expectations related to class/course preparedness” showed a slightly lower rating among other institutions.

Memorial Tree

Dale B.

Dale B. investigated costs related to the purchase and planting of a tree on campus in memory of Janice. The cost would be about \$250. The college and family may participate in determining the location. The Council unanimously agreed to move forward. It was decided that there will be two collection boxes at the holiday luncheon; one for the Janice Holt scholarship and one for the memorial tree.

Continuing Ed Potential Arrangement with Landmark

Dale B.

Landmark provides training programs/certifications for students participating in outdoor activities. A specific summer course offered by Landmark includes up to seven certifications and educational credits. Landmark would like to pursue a collaborative relationship with WCU where Landmark would offer a summer program and WCU would offer educational credit. The Council discussed a loss of credits to the program (potentially 12 credit hours), the need to acquire curriculum approval for program accreditation, administration of course credit/transfer credit allowances and the opportunity this would allow for university collaboration with local and regional entities. Dale C. indicated that this conversation was an opening discussion that he will also engage in with the Provost.

Peak Performer and Botner Nominations

Dale C.

Department nominations for Peak Performers and the Botner award for Superior Teaching are due to the Dean by February 1st. Departments may or may not nominate peak performers.

Call for Newsletter Articles

Dale C.

Please send articles or information to Lydia for publication in the upcoming spring college newsletter.

Computer Refresh Policy Recommendation *

Lee

The computer refresh policy was reviewed by the College technology committee. The cost for a new system (Apple product) is \$3100. To replace the computer (laptop) only, the cost would be \$1900 (Apple product). The Dell product is \$1500 and includes accidental damage replacement. In consideration of costs and warranty, the technology committee recommends flexibility in faculty/staff selection of product (Dell or Apple). A motion was made to accept the proposal allowing for choice in computer product selection. The motion passed unanimously.

Killian 102 Course Assignments *

Lee

Lee presented information to the Council regarding faculty requests for holding classes in KL 102 spring semester. All recommendations were reviewed by the Council. Lee will notify faculty about assignments. It was suggested that the room may be shared for specific activities by those requesting room usage. In the future, requests will be discussed and submitted in advance of building the class schedule in order to maximize room usage.

Task List Status Report

** handouts sent electronically*

Important Dates

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| CEAP Holiday Luncheon, KL 102 | Wednesday, December 12, 2012, 11:30 AM |
| CEAP Assessment Day, KL 102 | Friday, January 25, 2013 |
| Peak Performer and Botner Nominees Due | Friday, February 1, 2013 |
| CEAP Honors & Awards, UC Grand room | Wednesday, April 10, 2013, 3:30 PM |

TPR Due Dates

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| Friday, December 7, 2012 | Tenure/Promotion/Emeritus Files Due to Provost |
| Tuesday, February 5, 2013 | 1 Yr & Post Tenure Review Files Due to Dean |
| Monday, February 11, 2013 | Post Tenure Review Files/Report Due to Provost |
| Friday, February 15, 2013 | 1 Yr Applications (1/3/5) Due to Provost Office |
| Thursday, March 7, 2013 | 1 Yr Dossiers (2/4) Due to Provost Office |

Leadership Council Meetings

Friday, November 16, 2012, 9:00 AM
Wednesday, December 12, 2012, 9:00 AM
Wednesday, January 23, 2013, 9:00 AM
Wednesday, February 20, 2013, 9:00 AM
Wednesday, March 20, 2013, 9:00 AM
Wednesday, April 17, 2013, 9:00 AM
Wednesday, May 22, 2013, 9:00 AM
Wednesday, June 19, 2013, 9:00 AM

Wednesday, November 28, 2012, 9:00 AM
Wednesday, January 9, 2013, 9:00 AM
Wednesday, February 6, 2013, 9:00 AM
Wednesday, March 6, 2013, 9:00 AM
Wednesday, April 3, 2013, 9:00 AM
Wednesday, May 1, 2013, 9:00 AM
Wednesday, June 5, 2013, 9:00 AM

Interim Dean Carpenter adjourned the meeting at approximately 12:00 pm.