

College of Education and Allied Professions Leadership Council

The CEAP Leadership Council met on Friday, February 13, 2009 at 8:30 a.m. in Killian 218.

Members present: J. Anderson-Ruff, B. Beaudet, R. Corbin, M. Dougherty, K. Elliott, E. Franklin, D. Grube, J. Holt, K. Hunt, J. Jacobs, D. McCord, W. D. Nichols, L. Nickles, J. Smith

Members absent: L. Bloom

Others present: M. Rompf

Announcements:

Council Members

Lee announced that the new password policy will be implemented within the next few weeks. He has sent an email to our college about this. Lee reminded the council that due to budget cuts, IT will not sponsor a computer refresh this year. By the end of the year, 95% of the computers on campus will be out of warranty. Please do not surplus computers. CEAP will keep surplus computers for spare part use. Lee suggests departments set aside \$1000 in their budgets next year for the purchase of computer parts. On a positive note, a SMART board will be purchased for Killian 268A.

Jacque announced that Educational Leadership Foundations will be making an offer for one of the faculty positions in the department. The department head position was posted on Wednesday. Five applications have been received in two days.

Dee announced that Elementary Middle Grades Education has filled its four open positions.

Michael thanked council members for the recent positive publicity to the college. The Center for Mathematics and Science Education had a very nice article about its professional development program offerings recently published and the Center for the Support of Beginning Teachers was the focus of an article on its Z Smith Reynolds grant.

Minutes Motion and second to approve the minutes of the January 30, 2009 meeting. Motion passed.

Guest Speaker **Lauren Bishop, "Energy Efficiency"**

Lauren Bishop and Al Carter from facilities management and environmental technology addressed the leadership council on energy efficiency initiatives taking place across campus. Lauren and Al are available to conduct energy audits, participate with student projects, present energy conservation information to classes, review scheduling of HVAC equipment, as well as provide energy

related tips. Lauren asked council members to assist with conservation efforts by turning off power switches, unplugging appliances, and creating awareness with faculty, staff and students about the location of recycle bins.

Dean's Report

Michael reported the following:

COD/Provost Council Update –

- Mary Ann Lochner reviewed the Higher Education Act with the council.
- Michael asked Kim to work with each department on teacher recruitment efforts.
- Work Study Task Force – Michael has asked Mary to serve on a task force that will look at work study resources and how they are being used.
- Digital Measures Software - Delaware II is one of the driving forces for the implementation of the digital measures software. Renee serves on the digital measures task force for our college. Renee indicated that a pilot of the software will be taking place. The software will be used to track faculty activity.
- Grade Appeal Process – the council is working on this.
- Communication of Budget Situation to Students – Carol Burton is overseeing this communication. A website is being developed.
- Masters Degree Task Force – a task force will soon be established to review all masters program offerings.
- Distance Learning Task Force-a task force will soon be established to look at issues affecting distance education.
- CEAP Meeting with Chancellor Bardo and Provost Carter –Michael thanked all for the wonderful preparation and participation at the college meeting with Chancellor Bardo and Provost Carter. The meeting was a very informative exchange.

Discussion

Council Members

*Alternative Peer Review **

David/Michael

The council discussed the recent Alternative Peer Review document distributed from the Provost Office for use as a possible template/guide for college use. David reported on this particular document.

FTE Generation for Fall 09 to Departments

Michael

Postponed to next meeting.

Model Clinical

Michael

Typically, Model Clinical requests for the fall semester are due to the Office of Special Programs in March. Based on current budget restraints, there is a strong possibility that this program will not be funded. Michael will send an email to the faculty noting that this program will be put on hold at this time. The council discussed alternatives to supporting faculty, such as use of graduate teaching assistants.

Good News Awards

Michael

At the Dean's Appreciation Luncheon each year, good news awards are given to those who have:

- Received grant awards of \$50,000 or more
- Published books

Please provide recipient names to Michael, copying Mary, by March 1st.

*Curriculum Materials Center Proposal **

Dan

Dan reviewed a draft proposal for the Curriculum Materials Center which Beth McDonough presented to the PEC earlier in the week. The purpose of the proposal is to expand exposure to the curriculum center and encourage its use. A class activity was designed to expose students to the curriculum resources they have available to them in the center which will be helpful throughout the teacher education and internship process. This class activity could be housed in EDCI 231 as a homework assignment and also utilized by methods courses. A motion was made, seconded and approved for this requirement to be added as a tracking item to early field experiences time sheet for EDCI 231. Students will sign up with directly Beth in groups. Other programs may identify appropriate courses to incorporate exposure to the curriculum materials center as they choose.

*Proposal for Reduction in Required Visits **

Ken

Following the Leadership Council meeting at large, the department heads, Ken, Michael and Dan met to review the proposal for internship site visits by university supervisors. A few minor edits were suggested to the proposal. Michael asked Ken to update the proposal and present it to the council at a future meeting.

Field Experiences Assessment Update

Renee

Using the SMART board Renee provided the council will an update on field experience assessment data. Survey data from fall and spring 2008 was displayed for the council's review. The majority of the data was extremely positive. Units may contact Renee for a hard copy of the data if needed. The data affirms the fine job preparing students for field experiences that is being done by CEAP faculty. Michael asked council members to share this information with faculty and staff.

Transfer Student Orientation Committee

Renee

In response to the recent student satisfaction survey report, Renee asked the council for feedback on the formation of a committee to look at the transfer experience and how it may be improved. It was suggested that a representative from each department, Scott Cook and a member of the faculty advising center be included on the committee to look at how the college can work more effectively with transfer students. Michael suggested that Renee contact Fred Hinson to discuss transfer issues at the university level.

Teacher Interview Update

Renee

Renee reviewed fall teacher interview data with the council. Overall, the data was positive.

Middle School Teachers of Tomorrow Report

Kim

ORE and Teaching Fellows hosted 210 students for the Middle School Teachers of Tomorrow Day. Students representing seven school systems attended the event. This was the largest middle school in attendance since the program's inception in 2007.

After School Pilot Program Proposal

Jamel

Jamel presented ideas about an after-school pilot program. Michael asked Jamel to pull together a smaller group to look at the proposal.

OPT Update

Jackie

Jackie requested help from the council to improve the OPT system. She reviewed with the council past processes and changes implemented this year. To date, Jackie has received two matching nominations. Faculty responses are due by February 28th. Department heads have also sent requests to university supervisors reminded them to respond by the February 28th date.

Suggestions for next year include: create a form that is signed by both the cooperating teacher and the university supervisor instead of having two forms; have nominations due after the mid-term; creation a rubric to coincide with the nominating process. Jackie, Janice and Elaine will meet to develop a rubric for the council to review.

Work Study Allocations

Mary

This year the CEAP work-study allocation has increased based on the college prior year usage. A task force will begin to meet to look at the work study program.

**Handouts*

Task List Status Report

TaskStream and QEP	Lee
Satisfaction of Faculty/Staff Survey	Renee

For Information

Systems Supported with Lateral Entry Teachers *	Janice
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Important Dates

February 17, 2009, 2:00-3:00, KL 104	Reach to Teach Planning Meeting-
February 21, 2009	Teacher Fellows Regional Screening Interviews
February 23, 2009, Noon	1st Year Dossiers Due to Provost Office
March 19, 2009, University Center	Reach to Teach Program
March 20, 2009, 11:00-3:00, Camp 145	Drop Out Prevention "Think Tank"
March 24, 2009, 5:00 PM, KL 104	Teacher Focus Groups w/EDCI Classes and Public School Educators
March 25, 2009, UC Grandroom	English Curriculum Dialogues Follow-up Session
March 31, 2009, 4:30 PM, Camp	Recruitment Sub-committee, ORE/ARC Advisory Board Meeting
April 3, 2009, KL 104	Dean's Appreciation Luncheon
April 22, 2009, UC Grandroom	CEAP Honors and Awards Ceremony
<u>Leadership Council Dates through May 2009:</u>	
February 13, 2009	February 27, 2009
March 13, 2009	March 27, 2009
April 17, 2009	May 1, 2009

The council meeting was adjourned at approximately 11:15 a.m.

Submitted by – Mary Rompf

Attachments and handouts are on file in the Dean's office with the Leadership Council minutes.