

College of Education and Allied Professions Leadership Council

The CEAP Leadership Council met on Friday, June 15, 2007 at 8:30 a.m. in Killian 218.

Members present: B. Beaudet, L. Bloom, D. Carpenter, R. Corbin, M. Dougherty, J. Holt, B. Houghton, K. Hunt, J. Jacobs, R. McCreary

Members absent: K. Elliott, E. Franklin, D. McCord, L. Nickles, J. Smith

Others present: R. Gilman, C. Boan-Lenzo for PSY, M. Rompf

Announcements Celebrations!

- Letter from Rachel Seeley – please share this complimentary letter from one of our public school partners with faculty. It is important for faculty to know that their efforts are appreciated.
- Christa McAuliffe Award Finalist – we are one of three finalists for the Christa McAuliffe award from ASSCU. The award recipient will be announced in September.

Welcome to Bob Beaudet as the Interim Department Head, Health, Physical Education and Recreation.

Bob H. reported that Regina Grace has joined EMGE as the administrative support associate.

Bob B. reported that Amy Green will join HPER next Thursday as the administration support associate.

Lisa thanked Jacque and announced to the council that Jacque has made a donation to the special education program for graduate students in remembrance of her husband. A press release will follow.

Dale reported that our IHE report is due today. He thanked the many who assisted with the narrative preparation of this annual report.

Guest Speaker

Regis Gilman, Associate Dean – Distance Learning joined Educational Outreach in January 2007. Regis explained to the council that her main focus is operational improvement. Currently, she is looking at the issues of distance learning and working on resolving issues in order to better serve the university distance learning program. In her role, Regis monitors the UNC online portal, specifically monitoring WCU's information. Distance learning is tracking inquiries on the online portal and acts as the initial responder to inquiries. These inquiries will then be forwarded to specific programs. Regis asked for feedback from the council concerning distance learning issues. The council discussed registration, WebCat, and financial aid issues of distance learning students. Regis asked the council to direct future issues to her in order that she may act as

a point person to provide assistance for problem resolution. The council thanked Regis for her willingness to problem solve with CEAP.

Minutes

Motion and second to approve the minutes of the May 18, 2007 meeting.
Motion passed.

Dean's Report

Michael reported the following:

- *Teacher of the Year Team* * - The teacher of the year support team is requesting speaking engagements. Jerome Hughes, NC Teach program graduate, is the western region Teacher of the Year for North Carolina. He is a wonderful teacher and would welcome the opportunity to speak to classes.
- *Budget Update* – Zero based budgets have been discussed but this concept has not yet been defined. Anticipate that you will need to show how budget expenditures meet the strategic mission of the university. Michael recently discussed funding for the teacher recruitment funding and our pre-college program with Representative Ray Rapp. They spoke about the house and senate being 34 million apart and the budget will not resolve itself soon. Ray Rapp did note in the conversation that Western is making a difference.
- *Staffing Plan Update* – The staffing plan has not yet been finalized. At this time, it appears that the university will be in a fixed term mode for the next few years. We may receive some fixed term positions for this fall.
- *Update on UNC Tomorrow Visit by President Bowles* - President Bowles met with each campus to evaluate its mission study. Michael thanked members of the council who assisted him with the inclusion of teacher education in WCU's mission study. President Bowles is very impressed with our Chancellor and the way our campus mission is spelled out.
- *Update Last Deans Council Meeting, Chapel Hill-Program Standards Review* – DPI and NCATE accreditation requires us to prepare our teacher education students in a prescribed manner. A program standards revision meeting will be held next week to review UNC program standards. Dale and other CEAP faculty will attend this meeting.
- *Current Legislation* House Bill 583 and Senate Bill 1115 were discussed.
- Please be sure to communicate these updates to faculty.

Discussion

Council Members

Response to Letter Regarding Teacher Education *

Michael

Benchmarking data from UNC came out a few months ago. WCU was asked to respond to the data and was the first to do so. Chancellor Bardo received a personal note from President Bowles recognizing WCU's commitment to teacher education. A formal letter from GA was distributed to the council for review.

CEAP Teacher Recruitment and Retention Plan *

Michael

Copies of the Teacher Recruitment and Retention Action Plans were distributed to the council. Michael asked council members to review these plans and consider how to implement. A brainstorming session will be held at the July 13th council meeting. Council members should be prepared to discuss the action plans at the meeting.

Department Responsibilities-Opening of School Weekend Dale

Dale reviewed the opening fall semester calendar with the council and asked council members to note the transfer advising schedule on Friday, August 17th. Dale reminded

council that there will be a call from resident life for folks to help with freshmen move-in on Friday. On Saturday and Sunday the one-stop will be open from 10-7. Dale has asked that departments provide to him information about course overrides. The Dean's office will be open to assist with overrides and registration. Each department needs to have someone available in the department to advise students for a two hour time frame on Sunday. More information will follow. Freshman convocation will be on Sunday and we would like to have two faculty members per department to attend.

Action items:

- Dean's office will need to know what to do with students attempting to register for closed classes
- Departments to advise how the department will handle Sunday advising
- Michael asked the council to consider what advantages and disadvantages are there to group advising within the departments.

Graduate courses for non-degree students * ***Dale***

For non-degree students, there is currently no GPA requirement for admission to the graduate school. Dale asked the council to consider if CEAP should develop a recommendation for CEAP programs (i.e NC Teach). A committee, comprised of the department heads and Janice Holt, will meet to discuss and develop a rough draft recommendation to bring to the next Leadership Council on July 13th.

Assessment, TaskStream Assignments Update ***Dale***

Dale reviewed a handout of assessment practices with the council. The requirement for technology portfolio requirement will no longer be necessary. The individual growth plan (IGP) will assist in meeting the assessment requirement.

Using newsletter to inform and limit emails ***Jacque***

In order to alleviate the mass emails received from the university and college, Jacque has developed a newsletter highlighting university events for faculty which highlights important information received. ELF faculty have expressed appreciation for this. Jacque is willing to send out her newsletter template to any department interested.

Program Standards for MSA * ***Jacque***

Handout of standards – item number 11 is now becoming a house bill. Jacque reported that it is clear that the door is open to private companies to prepare school leaders. It is evidence that there are many out there that feel they can be better at doing what universities have done for so long. The council discussed that being more nimble is important for the college.

Annual Assessment Reports ***Renee***

Renee distributed a list to department heads of those reports that she has received to date. For those not doing special area reports, reports are due today. If a program is working on a special area report for NCATE and it contains the components of the assessment report, then the special area report may be submitted; however, it must be received no later than July 1st.

Professional Education Assessment Plans * ***Renee/Dale***

Copies of the undergraduate and graduate assessment instruments were distributed to the council. NCATE requires assessment at particular points. The college is doing a good job at the undergraduate level. At the graduate level, this is not as clear. Dale asked the council for input to the instrument and to look at individual programs for assessment at various points. The purpose of distribution is to put the instrument in the hands of the council and to assist the department to identify weak areas of assessment.

New Teacher Induction * ***Janice***

Janice distributed a handout that defines and formalizes the teacher induction.

Committees 2007-2008

Mary

List will be emailed to departments next week for review. Committee members recommendations should be brought to the next council meeting.

Printers/copiers

Mary

We have been notified that there will be a centralized approach to printers and copiers. Some printer purchase orders were cancelled as the university works on this centralized approach. We expect more details by the beginning of the fall semester. We have been told that above all, as the university program is developed, maintaining the ability to meet the mission of the university will be paramount.

Task List Status Report - No Reports

ADDITIONS from 6-15-07 Leadership Council Meeting:

Group Advising/Beginning of school Dale
Timing of the Due Dates of Annual Assessment Reports Renee

Information - Please review the following handouts:

*Article from Charlotte Observer ** Michael
*Revised Low Productivity Program Report *(email)* Michael
*Accountability Plan for UNC ** Michael
*Opening Semester Calendar Fall 2007 ** Michael
Department Chair:
A Newsletter for Academic Administrators Jacque

Important Dates

June 15, 2007	Leadership Council Meeting
June 20, 2007, 9:00 AM- 12:00	Legislators' School Service Learning with CEAP Faculty and Staff
June 27, 2007, 9:00 AM- 12:00	Legislators' School Service Learning with CEAP Faculty and Staff
June 25 – July 25, 2007	NC Teach Institute
July 19, 2007, 8:30 AM- 12:00, Ramsey	Department Head Workshop
August 8-14, 2007, 8:30- 4:00 PM	University - New Faculty Orientation
August 13, 2007, 9 AM	Department Head Workshop
August 15, 2007, 8:30 AM, FPAC	University General Faculty/Staff Mtg
August 15, 2007, 1:00 PM, KL 218	Leadership Council Pre-Opening Mtg
August 15, 2007, 1:30 PM, KL 104	CEAP Opening Semester Meeting
August 31, 2007, 7:30-3:00 PM, KL 218	Accreditation Pre-Visit
September 7, 2007, KL 104	NCATE/NCDPI Accreditation College Presentation of Conceptual Framework
September 14, 2007, KL 104	NCATE/NCDPI Accreditation College Meeting on the Assessment System
September 28, 2007, KL 104	NCATE/NCDPI Accreditation College Meeting on Unit Governance & Faculty
October 19, 2007, KL 104	NCATE/NCDPI Accreditation College Meeting on Diversity

Leadership Council Dates through 2007:

May 18, 2007

June 15, 2007

July 13, 2007

August 10, 2007

August 24, 2007

September 7, 2007

September 28, 2007 (revised)

October 5, 2007

October 19, 2007

November 2, 2007

November 16, 2007

December 7, 2007

The council meeting was adjourned at approximately 10:30 a.m.

Submitted by – Mary Rompf

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