College of Education and Allied Professions Leadership Council

The CEAP Leadership Council met on Friday, December 5, 2008 at 8:30 a.m. in Killian 218.

Members present: J. Anderson-Ruff, B. Beaudet, L. Bloom, D. Carpenter, R. Corbin, M. Dougherty, K. Elliott, K. Hunt, J. Jacobs, D. McCord, R. McCreary, W. D. Nichols, L. Nickles

Members absent: J. Holt, E. Franklin, J. Smith

Others present: Larry Hammer, M. Rompf

Announcements: CEAP holiday luncheon will be today at 11:30.

Michael thanked Dale for his exemplary service to the college as Associate Dean these past 10.5 years.

Minutes Motion and second to approve the minutes of the November 21, 2008 meeting. Motion passed.

Guest Speaker *Larry Hammer, Registrar*
Larry met with the CEAP Department Heads and Deans to discuss the importance of the online degree audit in light of the application for graduation process going live in February.

The directors joined the meeting at 9:00 a.m.

Dean's Report Michael reported the following:

- Thank you for excellent meetings on planning for permanent budget reductions.
- Spring Opening Semester Meeting - January 8, 2008, 1:30 PM

Discussion Council Members

*Graduate Assistantship Requests ** *Mary*
A spreadsheet has been sent to the department heads for submitting graduate assistantship requests. Department requests are to be sent to Mary by January 12th. The Dean will review and a college-wide request will be sent to Scott Higgins by January 16th from the Dean's office.

*Teacher Education Interview Alternative ** *Dale*
We will not be doing teacher education interviews next semester. Four meetings have been held to discuss what we will do in lieu of the interview. Dale reviewed a handout outlining four proposals to replace the teacher education interview. The four proposals were approved by the PEC earlier this week. Dale made a motion for the council to endorse the proposals/policy as put forward. The motion was seconded and passed. The council also provided Dale with some additional guidance and input that he will take to

the next meeting of the group working on the alternative. The group will be working on procedures/implementation of the policy.

*PEC Bylaws * Dale*
A copy of the bylaws was distributed to the council that includes track-changes to the by-laws. Dale reviewed the changes which more accurately reflect the operating procedures of the PEC. A motion and second was made to accept the bylaws as presented to the Leadership Council. The motion passed.

*Process for Addressing Concerns About Candidate Dispositions * Dale*
Dale provided the leadership council with history of the development of a policy to address concerns about candidate dispositions. A written policy proposal has been developed in concert with legal counsel. It was approved by the PEC this week. A motion and second was made for the Leadership Council to approve the policy as endorsed by the PEC. The council discussed the policy. The motion passed.

Digital Measures Software Renee
Renee serves on the digital measures software task force. This software is faculty load related and does not have student use. Renee provided the council with handouts for the council to review. If there are requests from the college for reports or data fields that should be incorporated into the software, please provide feedback to Renee. This software can be tailored to capture data for NCATE and faculty reporting. Department heads may wish to have a dialogue with the task force to eliminate duplication of faculty reporting. Michael asked Renee to send an email to leadership with her thoughts for the use of digital measures so that department heads can share this with faculty.

CEAP Student Satisfaction Survey Renee
Renee reviewed student satisfaction data with the council. Renee also reported that based on the data, efforts are being made to improve the information flow to transfer students and a proposal has been put forth to reduce the cost of Task Stream to our students. Michael asked that the council to communicate this information to faculty and staff.

Clarifying Director Teaching Responsibilities Michael
Lee – EMGE (technology in education)
Kim-ELF
Ken-ELF
Jackie-ELF (Teaching Fellows)
Jamel-EMGE
Janice-EMGE
Elaine-EMGE
**Handouts*

Task List Status Report

Peak Performers	Michael
OPT Nomination Process	Jackie
TaskStream and QEP	Lee
Satisfaction Survey of Current Students	Renee
Satisfaction of Faculty/Staff Survey	Renee

For Information

	Scholarship Update * (department heads)	Jackie
	WCU Opening Semester Calendar *	Michael

Important Dates

	December 5, 2008	Faculty Data for PEDS Report DUE
	December 5, 2008	Service Learning Hours & Syllabi DUE
	December 5, 2008, 11:30-1:30, Illusions	CEAP Holiday Luncheon
	December 5, 2008, Noon	Tenure/Promotion Dossiers Due to Provost
	December 12, 2008 Noon	3-5 Year Dossiers Due to Dean's Office
	December 16, 2008 Noon	Community College Partnership Luncheon
*	**January 8, 2009, 1:30, KL 104**	**CEAP Opening Semester Meeting**
	January 15, 2009, 3:30, UC Theatre	Forum: How to Survive the Reversion with Less Resource
	January 23, 2009, University Center	Mid-Year Beginning Teacher Symposium
	January 31, 2009	Teaching Fellows Recruitment Day
	February 9, 2009, Noon	1st Year Dossiers Due to Dean's Office
	February 10, 2009, Ramsey Center	Middle School Teachers of Tomorrow
	February 13, 2009, Noon	3-5 Year Dossiers Duet to Provost's Office
	February 21, 2009	Teacher Fellows Regional Screening Interviews
	February 23, 2009, Noon	1st Year Dossiers Due to Provost Office
	April 22, 2009, UC Grandroom	CEAP Awards Ceremony

<u>Leadership Council Dates through May 2009:</u>

December 5, 2008	
January 9, 2009	January 30, 2009
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 10:30 a.m.

Submitted by – Mary Rompf

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