

College of Education and Allied Professions Leadership Council

The CEAP Leadership Council met on Monday, October 4, 2021 at 9:00AM, UC Cardinal Room

Members present: K. Tracy, K. Winter, L. Hardie, P. Bricker, J. Stewart, L. Roberts, A. Perry, L. Nickles, E. Myers, A. Chapman, C. Rogers

Absent: A. Malesky

Guests: Shane Stovall – BEAP Training

Announcements: Happy birthday to our children and happy family times.

Minutes: Motion by Lee Nickles and second by Patricia Bricker to approve the minutes dated 9/20/21 passed unanimously.

Dean's Report (*indicates attachment):

Recruitment and Retention Efforts: Each department needs to provide update to Dean Winter, send updates, one from each department, Advising (Stewart from Suite 201) to Patricia Bricker by Monday, Oct 11th. Report on what you do to improve recruitment and retention, simple list is fine. Patricia will start a Qualitrics of required information.

Non-Tenure Track Promotion (NTTP): Dialog with Provost Office on the eligible candidates. Department heads in discussion with candidates, documents due on the same dates as Post Tenure Review. Not certain on salary increase amount.

Presentation to Tuition and Fee Committee (Dean Winter): Approval to add \$300 fee for EdTPA, going through tuition so they can use financial aid to pay for the fee.

Search Committee Updates

Unit	Open Positions	Status
HS	#150711, BK Faculty	Posted 10/1/21
PSY	#2061, Fixed Term Faculty	Approval to search - Posting Pending
PSY	#210848, Tenure Track Faculty	Posted 9/30/21
PSY	#1510, Tenure Track Faculty	Posted 9/30/21
Dean's Office	#2216, Executive Assistant	Posted 9/17/21
OFE/STL	#131846, Instructor	Posted 9/3/21

Continuous Improvement

Patricia/Lee

CAEP Update: Site Visit factual corrections were sent in. When final Site Visit Report comes in, we will do Rejoinder.

All CIR's are in Xitrax and approved by our college. In the future, program coordinators will need to input their own information. Curriculum maps. Submit any updates for your maps. Due in December. Assessment plans. Amy Strickland provided a new, optional template for use. Assessment plans are due in May.

Curriculum

Patricia

The new University Curriculum Committee includes all Associate Deans as non-voting members. As follow up to our last LC meeting, refer to the updated CEAP Curriculum handout and the WCU STEPS document which describes processes for different kinds of curriculum proposals. We discussed who needs this information. Patricia has already sent it to Program Coordinators and Department Heads, discussed it with CEAP Curriculum Committee, and will discuss it with PEC. If additional information is needed, let Patricia know.

There is a new formal process for accreditation referred to as College Accreditation Liaisons; the Associate Deans will serve in this role. [See this link](#) for more information.

Business Items

Fiscal Affairs

Lynley/Kim

Budget Request form review. Obtain quotes as needed for requests. If request is over \$5000, consider the bid process or obtaining a sole source. Reviewed college's first quarter spending.

Faculty Senate Update

Carrie

Resolution for New SAI instrument/pilot by the end of the year. Discussion ensued.

Staff Senate Update

Lynley

Staff Senate Scholarship ornament fund raiser is underway. Limited number available. On-line purchase on this link: https://wcupg.wcu.edu/C20252_ustores/web/product_detail.jsp?PRODUCTID=650
On campus delivery available, or through the mail for a small shipping fee.

Psychology Update

Kim in Alvin's Absence

Interviews completed for 2 candidates to serve as department head starting fall 2022. Search committee will come to a conclusion/select a candidate soon. Also searching for 3 faculty positions and working on new advising and recruitment structure.

Human Services Update

Lisen

PMR and EOE are outside and having great opportunities with students! Counseling has established a new data management system for field experience, Tevera. Electronic tracking of work and progress, one-time \$200 access fee, and access to records at any point in the future.

STL Update

Kelly

Training/PD has begun for LETRS, teaching leading. HPE & HLS Integrated health sciences, has a large enrollment of students, STL supporting this effort. 18 SUTEP grant proposals have been submitted, showing a high level of partnership activities in our community.

Suite 201 Updates

Teacher Education

Patricia

Retreat at NCCAT last week, great experience. Helpful to have conversations about *pain points*. We have such amazing people on our team and are so grateful!

SUTEP Grants are in, funding amount is large, more than we have available.

Professional Ed Core: Updates underway with plan to move through Curriculog this year and begin in Fall 2022. These include:

- New EDCI course on Culturally Relevant Assessment and Classroom Management, development being led by Ellie Blair
- Updates to EDCI 201, led by Pam Buskey
- Changing SPED course to SPED 240 from SPED 339, updates to SPED 240 being led by Kelly Kelley
- No longer requiring PSY 323
- Updates to Teacher Ed Professional Development, being led by Amanda Chapman
- Information will be shared with PEC in November.

Advising, Licensure, & Student Support Services

Jenny

Advising will be picking up soon. Going to Highlands to help with the FAFSA. WCU on Tour trip, next week.

Office of Field Experiences

Amanda

Early Field Experience: Total – 285 placements made. 14 – left to place.
Internship Applications: 62. Maybe 10-15 more.

Technology/Assessment

Lee

Canvas Update – There are limits on materials that can be integration into Canvas. Bookstore policy keeps books out of canvas. CFC working with the bookstore and legal about this problem.

Ask Lee if there is something you want integrated into Canvas

Software inventory: IT will be conducting an annual inspection of all WCU issued computers/devises to see all installed software. Devise must be on campus/BP for this to work. Lee will be emailing CEAP to let everyone know this is coming.

Internal Audit: Consolidate software purchases. If multiple offices are going to need to use the same software for similar tasks.

Multifactor authentication continuing for network log-in.

CFC consulting with an agency to study on-line programs from an industry perspective. Looking for gaps in resources, tools, etc.

CEAP Update

Kim

CEAP Strategic Plan Implementation Committee: Dean met with committee on September 28 to give them their charge. Committee includes 2 faculty from each dept and 2 staff members. They are looking for consistency and agreement. Assessing, reporting on our progress on the plan.

Information only- review and disseminate as needed: n/a

Important Dates

Leadership Council Meetings, Monday’s

October 25	February 28
November 8	March 21
November 22	April 4
December 13	April 25
January 10	May 9
January 24	May 30
February 14	June 13

Other Important Dates

Non-Recurring Budget Requests due to Dean’s Office (Lynley), 11/12/21

Non-Recurring Budget Discussion at LC, 11/22/21

Holiday Luncheon 12/10/21

*Assessment Day, 1/28/22 (~some staff are required to participate)

Recurring Budget Requests due to Dean’s Office (Lynley), 2/4/22

Recurring Budget Discussion at LC, 2/14/22

Partnership Forum, 3/28/22

^+CEAP State of the College, 4/22/22

^+Honors and Awards, 4/25/22

*Events that are non-negotiable, required events for faculty (barring an emergency, of course)

~ Events non-negotiable, required events for staff (barring an emergency, of course)

^ Event that all faculty *should* attend

+ Event that all staff *should* attend