College of Education and Allied Professions Leadership Council

The CEAP Leadership Council met on Wednesday, April 17, 2013, at 9:00 a.m. in Killian 202.


Members absent:

**Minutes:** Motion and second to approve the minutes dated 4/3/2013 passed unanimously.

**Announcements**

Dale B. announced that an offer has been made to a candidate for the Assistant Professor position in Human Resources.

MaryBeth announced that two individuals have been identified for interviews for the instructor position assigned to the Office of Field Experiences.

Dave reminded council members that the partnership dinner will be held on May 7.

Kim announced that she will be working a few days a week in the Provost Office addressing curriculum issues and facilitating items for the Associate Deans’ Council while the Provost Office is short handed.

**Dean’s Report**

Dale announced that the Deans have categorized the items brought forward in the university-wide budget exercise.

The Jackson County Safe Schools forum will be held tomorrow evening at Southwestern Community College. All are encouraged to attend and to invite students.

Dale will send a spreadsheet today to department heads in order to compile college data related to current and projections for future enrollment of programs offering courses at Biltmore Park. This information is requested for planning of courses and space needs.

Dale complimented the Council on the many positive remarks that he has been receiving from various individuals about the collaborative work in which the College engages. For example, Otto Spilker called to express his appreciation regarding the Honors and Awards event. The College has also received compliments related to the newsletter and the happenings in the College from alum and community partners.

Kim C. thanked Marissa for her assistance in identifying and awarding the Steve Jones Scholarship to a student for the 13-14 academic year. Although the scholarship is not yet endowed, the family has committed to funding this scholarship.

Dale announced that a beautiful dogwood tree has been planted in honor of Dr. Janice Holt on the west side of the Killian building. Kathleen Jorissen has made a proposal to AERA requesting that the award
which Janice received from AERA last year, an inaugural award - AERA Research on Teacher Induction special interest group first Dissertation Award, be renamed to include Janice’s name.

Kim R. recognized that Janice has been acknowledged as a First Year Advocate for WCU students. This recognition requires nomination by a student(s) to WCU’s Office of the First Year Experience (FYE). In addition, the WHEE Teach program in collaboration with Residential Living is currently exploring the establishment of a student award in Dr. Holt’s name.

**Business Items**

*Honors & Awards Recap*  
Dale thanked Kim C. and those who assisted in the preparation of this year’s Honors and Awards celebration. The Council discussed ways to increase student award recipient attendance in the future. Ideas explored include: holding the event later in the day, increasing faculty presence to congratulate students as they exit the stage, increasing presence at the entry to welcome families, inviting faculty participation, considering set-up and selection of the room, growing a supportive culture, increasing follow-up on invitations to the event, and editing the autobiographical entry form to include date/time of the event. The Council also discussed not calling the names of students who we know will not to be in attendance, the annual scholarship luncheon held by the Development Office, and possibly providing faculty/staff awards at the State of the College meeting. Dale asked the Council about how we handle distance learning students. The Council agreed that the event should continue as well as incorporate the attendance and format ideas discussed today.

*Suggestions from Space Committee*  
Dale

*Workspace Survey DRAFT*  
Lee

Council members have been provided with the College Space Committee report/suggestions. Subsequently, Lee created a draft workspace survey for the distribution to the College. Dale asked council members if they were in favor of sending the survey to the College for additional feedback. The Council agreed this would be a positive next step.

*State of the College Meeting*  
Dale

The State of College Meeting will be held Friday, April 19, at 11:00 a.m. in Killian 102. The meeting will include unit reports and an electronic vote on the Strategic Plan of the College. The University Award Ceremony will also be held Friday, April 19.

*Peak Performer Process Proposal*  
Dave/Marissa/Terry

Marissa reviewed the Peak Performer Guidelines proposal with council members. Based on feedback from the Council, minor adjustments were made. The Council then made a motion and second to approve the updated draft proposal.

*Conceptual Framework*  
Lee

Lee displayed four computer screensavers developed by creative services for college members use. These will be distributed to the College.

*Workload Policy*  
Kim

Kim provided a reminder to the Council about submitting a CEAP workload policy to Academic Affairs. Kim will meet with the departments head in May to develop the CEAP workload draft policy.
Assessment of Committee Operations

Renee displayed a graphic for the Council which shows how North Carolina compares to other states with regards to education funding.

Renee reviewed responses received regarding assessment of committee operations. Six committees were surveyed. Results have been provided to committee chairs with the exception of two committees where there were only two respondents. It was discussed that committees should be encouraged to take minutes. The Council discussed the status of the Teacher Enrollment Planning Team. The work of this committee is geared at setting and meeting enrollment targets which are currently under procedural review by General Administration in response to the changing needs of the state. Dale will review the future status/need for this committee with Alisa Chapman. The college curriculum materials center committee was turned over to the School of Teaching and Learning at the end of the last academic year. Dale thanked Renee for collecting college data and bringing this information forward to the Council so that this information can be utilized and addressed.

Title II Report

Kim reviewed data reported in the annual Title II report. In the following areas, the College performed as follows:

- Math – 2011-12 met enrollment increase goal of 9 candidates (went from 314 to 328); 2012-13 did not meet enrollment increase goal (went from 328 to 267)
- Science – 2011-12 did not meet enrollment increase goal of 8 candidates (went from 273 to 244); 2012-13 did not meet enrollment increase goal of 7 candidates
- Special Education – 2011-12 did not meet enrollment increase goal of 12 candidates (went from 399 to 362) 2012-13 met enrollment increase goal of 12 candidates (went from 362 to 376)
- Limited English Proficient (LEP) - 2011-12 did not meet enrollment increase goal of 2 candidates (stayed at 19); 2012-13 did not meet enrollment increase goal of 2 candidates (went from 19 to 11).

Program Prioritization

Dale reported the following based on the results of program prioritization:

- In consultation with the College of Arts and Sciences, the M.A.Ed. in Chemistry will be recommended for discontinuation as there have been no graduates in the last five year.
- The School of Teaching and Learning has the following programs in category III: HPE graduate, Middle Grades graduate, and Middle Grades undergraduate. Program meetings with the University committee will be held in the next few days.
- Parks and Recreational Management program is listed in category one – potential for growth.

* electronic handout

Task List

Peak Performer Guidelines Review/Recommendations

- Completed. Remove from task list.

Important Dates

CEAP State of the College Meeting, 11:00 a.m., KL 102

Friday, April 19, 2013
Leadership Council Meetings
  Wednesday, April 17, 2013, 9:00 a.m.       Wednesday, May 1, 2013, 9:00 a.m.
  Wednesday, May 22, 2013, 9:00 a.m.       Wednesday, June 5, 2013, 9:00 a.m.
  Wednesday, June 19, 2013, 9:00 a.m.

Interim Dean Carpenter adjourned the meeting at approximately 10:40 a.m.