The CEAP Leadership Council met on Wednesday, January 8, 2014, at 9:30 a.m. in Killian 202.

**Members present:** D. Brotherton, D. Carpenter, R. Corbin, K. Corzine, M. Decatur, D. Grube, L. Nickles, M. Rompf, D. Strahan, R. Wike

**Others present:** D. Westling, K. Kelley, W. Gordon for A. Malesky

**Members absent:** A. Malesky, K. Winter

**Minutes:** Motion and second to approve the minutes dated 12/04/2013 passed unanimously.

**Guest Speakers – David Westling, Kelly Kelley – UP Program Sustainability**

Dr. David Westling and Dr. Kelly Kelley provided the Council with the history and an overview of the University Participant Program, a two-year college program for students with intellectual disabilities. There are about 200 student volunteers working with the program each year. There are 41 applicants for the next co-hort of four students. The program is designed to transition students with intellectual disabilities so that they can live and work in the community with a good quality of life. The program has become integral to the university, impacts the lives of students with disabilities and their families, and impacts the students, faculty and staff who serve the program.

Recognition for the program and Western Carolina University has grown. WCU’s program has become the first certified transition program by the US Department of Education which allows students the opportunity to apply for Pell grants and work study. Currently the program is supported by grant funding and has one additional year left on the grant. David and Kelly estimate annual continuation costs of about $100,000 in order to sustain the program post grant funding. Sustainability discussions have begun and are on-going at both the college and university levels.

Kelly provided the Council with the following link, a story about David Maennle, a UP program graduate:


**Announcements**

Dan announced that Patricia Bricker will be taking over role of the Associate Director of the School of Teaching and Learning beginning spring semester.

Lee reminded the Council to contact IT if they are experiencing issues with email access during the transition to the new email system. Storage size for the new system will double and more features will be available with the new system.

**Dean’s Report**

- Dale expressed his appreciation to all for the holiday luncheon.
- Killian roofing project is finished.
- Ongoing space projects -
  - KL 301 Student Commons Area  - new furniture and carpeting
- KL 303 classroom new tables and chairs (expected Friday, January 10)
- KL 104 classroom new tables and chairs
- KL 107 remove platform and abate noise – supported by Chancellor’s funds
- KL 108 and 110 combined into one classroom – supported by Chancellor’s fund

- CEAP Awards ceremony in Spring will have more involvement of students. Start time has been pushed back to 4:30 p.m. for the reception and 5:00 p.m. for the ceremony.
- CSP program review will be done this semester.
- Digital Measures implementation will be overseen by Andrew Adams, Associate Professor, CFPA.
- Robinson Professorship continues to be advertised.
- Spring Enrollment Numbers for University – CEAP Challenge. The College will meet to address enrollment and look for growth opportunities.
- There is encouraging news related to increased activity this past fall related to new College scholarships. Additional information will be forthcoming.

Search Committees

Dale B. reported that two candidates will be on campus to interview for one of the CSP faculty positions in January.

Windy reported that candidates for the Cognitive Psychology position will be brought to campus in January. The Administrative Support Associate position is expected to be filled by February 1.

Dan reported that the advertisements for the two open faculty positions in the School of Teaching and Learning are should be posted next week.

Renee reported that the advertisement for the Dean position has been posted. The search committee will host an open forum for the College on Friday, January 24 at 3:30 p.m. in Killian 102. College membership is encouraged to attend and provide input to the committee about what they seek in the next CEAP Dean.

Curriculum Update

Kim

Business Items

Advising Survey Summary and Program Evaluation Survey

Renee provided results of the undergraduate (111 respondents) and graduate (69 respondents) advising surveys. The results show a need to work on graduate level advising, the importance of the TRACS office within CEAP, a need for on-going work and organization of CEAP web pages, and possibly a need for better surveying techniques of these populations.

Renee reviewed the results from the Program Evaluation Survey for Intern IIs during their final semester at WCU. There were 50 respondents. This survey administered this fall included updated survey questions for clearer interpretation of responses received which were based on prior feedback from the Leadership Council.

Web Page Address Changes

Lee

Lee reported that the prior numbered web page urls will go away in April. Links and print materials will need to be updated. Lee and Misty can provide units with assistance as needed and can set up short domains for departments and programs.
Distance Placements

Mary Beth provided the following suggested terminology for inclusion in the upcoming student teacher handbook. *Distance programs that allow placement outside the partnership region by the Office of Field Experiences include Birth-Kindergarten, Regional Alternative Licensing Center courses, graduate special education and most non-degree, certification-only programs.* Other WCU distance programs should be completed in North Carolina. Students will be responsible for any financial obligation required by a school/school system such as payment to a host teacher or non-WCU university supervisor.

The Council provided its endorsement. This information will also be brought forward to the PEC.

Update on Assessment Day Agenda and Logistics

Currently there are 92 people who will attend Assessment Day. Rooms have been reserved in Killian and Reid for program breakout sessions. Refreshments will be available beginning at 8:30 a.m. and a box lunch will be provided.

Budget Hearing

Department meetings are to be held prior to January 20. Department requests will be discussed by the Leadership Council. A college-level meeting will be held during the timeframe of January 21-31. Meeting dates will be provided to Greg Hodges for posting on the university website. Unit may submit three types of requests: recurring, non-recurring and university-wide requests.

Task List

- Recognition for Guest Speakers
- Strategic Plan
- Assessment Day Template
- Advisory Groups
- Curriculum Process
- CEAP Research Website
- Program and Department Meeting Minutes

* electronic handout

Important Dates

Leadership Council Meetings

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>Wednesday, January 8, 2014</td>
<td>9:30 AM</td>
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<tr>
<td>Wednesday, February 5, 2014</td>
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<td>Wednesday, March 5, 2014</td>
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<td>Wednesday, April 2, 2014</td>
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<td>Wednesday, May 7, 2014</td>
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<td>Wednesday, June 4, 2014</td>
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<td>Wednesday, January 22, 2014</td>
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<td>Wednesday, April 23, 2014</td>
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<td>Wednesday, May 21, 2014</td>
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<tr>
<td>Wednesday, June 18, 2014</td>
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Other Important Dates

- CEAP Assessment Day, KL 102
  - Friday, January 24, 2014, 9:00 AM-3:00 PM
- Peak Performer & Botner Nominees Due
  - Friday, January 31, Friday, February 14, 2014
- CEAP Honors & Awards, UC Grand Room
  - Wednesday, April 9, 2014, 4:30 PM-Receipt, 5:00 PM-Ceremony

State of the College Meeting, KL 102
  - Friday, April 25, 2014, 11:00 AM – 12:00 PM

Tentative Budget Hearing Timeline
<table>
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<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>January 7</td>
<td>Instructions distributed to units (not changed from years past so can begin preparing prior to this date)</td>
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<tr>
<td>January 20</td>
<td>Department/Unit budget requests submitted to Deans/Division Heads</td>
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<tr>
<td>January 21-31</td>
<td>College/Division Budget Hearings are conducted</td>
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<tr>
<td>February 7 (noon)</td>
<td>Deans/Division Heads submit budget proposals to Provost Office</td>
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<td>February 11</td>
<td>Academic Affairs Budget Hearings where COD members present budget requests—open meeting and budget requests posted for campus review afterward</td>
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<td>February 12-21</td>
<td>Academic Affairs feedback period for Budget Proposals</td>
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<td>February 25</td>
<td>COD reviews feedback and finalizes AA budget requests at COD meeting</td>
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<tr>
<td>February 28 (noon)</td>
<td>Priorities submitted by COD members to Office of the Provost (Greg)</td>
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<td>March 3</td>
<td>Academic Affairs budget requests in priority order due to Chancellor</td>
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Interim Dean Carpenter adjourned the meeting at noon.