College of Education and Allied Professions Leadership Council

The CEAP Leadership Council met on Wednesday, March 5, 2014, at 9:30 a.m. in Killian 202.

Members present:  P. Bricker, D. Brotherton, D. Carpenter, R. Corbin, M. Decatur, D. Grube, A. Malesky, L. Nickles, M. Rompf, D. Strahan, R. Wike, K. Winter

Others present:  L. Unruh for A. Malesky

Members absent:  K. Corzine, A. Malesky

Minutes:  Motion and second to approve the minutes dated 2/19/2014 passed unanimously.

Guest Speaker:  Sue Grider, Coulter Faculty Commons – “Quality Matters”

After review of several vendors in support of online course design, WCU has selected Quality Matters (QM) as its program to guide continuous improvement for online course design. Sue provided council members with *The Quality Matters Rubric for Higher Education* which is designed as “a continuous improvement model for assuring the quality of online courses through a faculty review process” and to maximize student learning. The purpose of implementation of Quality Matters is to increase retention and graduation rates, and student satisfaction. Sue is asking CEAP to help roll out the program. Faculty members would select one of their courses for participation in the QM model. Sue and members of the Coulter Faculty Commons are available to present Quality Matters to the departments, programs and individual faculty members.

Announcements

Kim announced that Suite 201 will begin updating materials throughout the building with a current student focus (“catamount pride”). If council members, department heads and program directors have student nominations for participation, then please submit those names to Kim.

Dale C. announced that Spring Break Breakfast will be held on Monday, March 10. All college members are invited to attend.

Patricia announced that those involved in *Farm to School* have been invited to talk about the program with Chancellor Belcher and Provost Morisson-Shetlar. Dale C. noted that this support is a direct reflection of the positive work of our faculty and programs.

Dean’s Report

Dale reminded folks about the completion of annual AFEs. This opened a discussion about “Activity Insight”. Because of some reservations expressed by faculty related to the implementation of Activity Insight (formerly called “Digital Measures”), concerns of the faculty should be heard and addressed during the transition period. Last year the Leadership Council voted to use this program voluntarily and fully commit to use of the program this year. Faculty members, through the AFE process, will have an opportunity to discuss any reporting concerns they may have in consultation with department heads in order to alleviate any negative consequences.
Fixed-term contracts have been issued. If there are any contracts not issued which should be, then please notify Dale and Mary.

The Teacher Recruitment committee met and had multiple good ideas. Programs which would like to update brochures should contact Kim W. Dale will meet with Robin Oliver, WCU’s new director of marketing, to develop a recruitment plan for the College.

At Chancellor Belcher’s request, WCU Council of Deans attended the Board of Governors February meeting. Dale noted that this experience reminds him that all of us should take advantage of and create opportunities to tell CEAP success stories.

WCU’s Board of Trustees will visit several classes tomorrow. On Friday morning, Lori Caudle and Cathy Grist will hold a demonstration of online instruction for the group.

Search Committees

Human Services has three searches. A candidate will be coming to campus to interview for the Director of the College Student Personnel program in the next two weeks. The applicant pool for the education research position is under review.

Psychology has had an offer accepted for the cognitive Psychology faculty position. An offer is pending for the other faculty position.

There are two active searches in STL. Applicants for the SPED and HPE positions are under review.

Two candidates have been invited to campus to interview for the CEAP Dean position, Dr. Dale Carpenter and Dr. Sherwood Thompson. Candidate schedules will be forthcoming.

Curriculum Update

Kim provided the Council with the following update (CEAP Curriculum Committee – 2/24/2014 minutes):

CEAP Curriculum Committee – 2/24/2014

NOTE: All were approved though some needed corrections

Resubmitted Items

- TESOL Second Academic Concentration added to BSED ELED– AA6
- MS Human Resources, change to admissions requirements to allow GMAT scores in addition to GRE – AA6
- LEAD new courses – three one-credit courses for peer mentors

New Items

- Graduate Core Changes – remove “menu” of courses for each theme to a limited number of course; changed MAED, MAT, repurposed one course for assessment from SPED to EDCI
- Teacher Education Program Changes – catalog cleanup, add Dispositions Policy to admissions, link to teacher ed admissions from all programs, move SAC’s from main teacher ed page to ELED
- Counseling Group of changes: update admissions requirements & course mix MAED SC_Admissions-AA6 – update admissions requirements
- EdD changes – change course mix and rennumbering courses to be sequential
- BSED ELED Program Changes - course mix changes and add notation that students must submit the required electronic evidences for licensure, multiple changes to course coreqs to ensure correct sequence
- BSED EDMG Program Changes – go to one concentration from two, add multiple new courses and other course mix changes; add optional TESOL add-on license
- Post-Master’s Certificate in Principal Leadership – changes in credit hours for 4 courses to allow students to take 1-3 hours instead of just 3
- MAED SPED Program Changes – course mix changes and renaming concentrations
- MAED Elementary & Middle Grades – remove the interview from the admissions requirements

Noted there was some brief discussion of the need for policies/procedures for the committee but there was not time to discuss thoroughly.

**Business Items**

*Gainful Employment*  
Renee

Because of new reporting requirements (January 2014) and the potential for student loan default for post-baccalaureate programs, it was discussed and recommended that post-bac programs remain inactive in order to avert possible penalties rendered to the university.

*CEAP Strategic Directions*  
All/Dale

Dale provided council members with a card of CEAP’s Strategic Directions and Mission Statement. The Council discussed how we are doing in meeting college directions and how to enhance awareness. Additional cards of CEAP’s strategic directions will be provided to units for distribution to all college members.

*KL106 and KL118 Layouts*  
All/Dale

Layouts and updated furnishings for KL 106 and KL 118 were reviewed by the Council. It was noted that tables on casters would be helpful, especially in KL 118, in order to replicate public school classroom settings for student teachers.

*Roll Up*  
All/Dale

Units are asked to submit roll up templates to the Dean’s Office by Wednesday, March 12, in order to plan for year-end spending.

* electronic handout

**Task List**

- Recognition for Guest Speakers
- Strategic Plan
- Assessment Day Template – completed, remove
- Advisory Groups
- Curriculum Process – completed, remove
- CEAP Research Website – completed, remove
- Program and Department Meeting Minutes
**Important Dates**

**Leadership Council Meetings**
- Wednesday, February 19, 2014, 9:30 AM
- Wednesday, March 19, 2014, 9:30 AM
- Wednesday, April 23, 2014, 9:30 AM
- Wednesday, May 21, 2014, 9:30 AM
- Wednesday, June 18, 2014, 9:30 AM
- Wednesday, March 5, 2014, 9:30 AM
- Wednesday, April 2, 2014, 9:30 AM
- Wednesday, May 7, 2014, 9:30 AM
- Wednesday, June 4, 2014, 9:30 AM

**Other Important Dates**
- 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- Reception, 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**
- February 12-21: Academic Affairs feedback period for Budget Proposals
- February 25: COD reviews feedback and finalizes AA budget requests at COD meeting
- February 28 (noon): Priorities submitted by COD members to Office of the Provost (Greg)
- March 3: Academic Affairs budget requests in priority order due to Chancellor

Interim Dean Carpenter adjourned the meeting at 11:00 A.M.