The CEAP Leadership Council met on Thursday, November 7, 2013, at 9:30 a.m. in Killian 202.

**Members present:** D. Carpenter, R. Corbin, M. Decatur, D. Grube, L. Nickles, M. Rompf

**Others present:** Cathy Grist for D. Brotherton, J. Stewart for K. Ruebel and R. Wike, L. Unruh for A. Malesky

**Members absent:** D. Brotherton, K. Corzine, A. Malesky, K. Ruebel, D. Strahan, R. Wike

**Minutes:** Motion and second to approve the minutes dated 10/23/2013 passed unanimously.

**Dean’s Report**

*Council of Deans* - Dale B. attended COD on behalf of Dale C. who was on a CAEP accreditation visit. At the meeting it was noted that WCU is the only university in the system that does not require TOEFL scores for exchange students. There will be campus-wide discussions later in the year about how this practice may affect student outcomes.

Support for Digital Measures has been discussed by COD. Colleges are asked to nominate someone for a search committee which will identify a faculty member who will coordinate the implementation of this software for Academic Affairs. Lee offered to serve in this capacity.

CEAP’s PsyD proposal was reviewed by COD. The proposal was approved by the Council to move forward to the next stage of the review process.

*Open House* – Dale C. noted that there will not be an opportunity to set up on Friday for Open House due to the basketball game Friday evening. It is expected that there will be a large group coming to look at the UP program. Typically, Psychology meets in Killian, STL meets in Killian 102, and PRM in Reid for break-out sessions. Dale C. will stop by the various venues to welcome visitors to campus.

**Search Committees**

Dan reported that a job offer has been made and accepted for the Administrative Support Associate vacancy in STL. Melinda Cooper will join STL on Friday, November 15. There are two tenure-track faculty searches which are expected to be posted by Thanksgiving: one for SPED and one for HPE. The SPED faculty position will target someone who will assist with program assessment. The HPE faculty position will target someone with expertise in kinesiology, biomechanics & exercise physiology.

Lori reported that Psychology has received an increase in applicants for the faculty position that is currently posted. There are two other searches pending advertisement: the replacement for Judy Hale, administrative support associate, and the replacement for Leo Bobadilla, tenure-track faculty.

Dale C. reported that a candidate for the PRM faculty position will soon be brought to campus. The program is targeting a January start date for this position. There are also two tenure-track faculty searches being advertised for the CSP program. The department would like to fill the CSP program director position for a January start date, if possible.
Business Items

Teacher Ed Quality Data

Renee/David M.

David reported that for some time Alisa Chapman, UNC-GA, has been championing the idea of using teacher quality data to make decisions about teacher education. Annual reports have been provided to campuses about teacher quality. This information has been warehoused by General Administration and will soon be available to all UNC institutions. Renee distributed to council members a “code book” of variables for the upcoming UNC data sharing project. Currently there are six years of data available. Additional data sets, those not covered by EOGs and EOCs, may become available in the future. The data sharing project provides faculty an opportunity to conduct research on this data, as well as, an opportunity to tie this data to existing WCU data sets. This also creates an opportunity to mentor newer faculty who may not have established research data and who may benefit from access to this data. Once the data files have been received by WCU and have gone through the data matching process, David and Renee will hold a college meeting to demonstrate some simple data analyses and showcase the database. Dale C. also noted that WCU is collaborating with UNC to enhance M5 research and thanked David and Renee for coordinating these efforts.

Diversity Inventory Data

Renee

Teacher Education students take an inventory about their impressions of diversity pre and post program. There were 109 students completing the program last year who had both pre and post inventory scores. Mean scores for the group were 92.48 pre-program and 96.39 post-program. For the prior completion year, there were 110 respondents which also showed significant increase in scoring. The Council discussed how to address the response rate. It was noted that departments/programs should follow up with instructors as to whether or not a course requirement is in place which prescribes a post diversity inventory during final seminar courses.

Curriculum Process

Lee

Lee displayed a flow chart of the current college curriculum process which should take about one month to complete through the entire approval process. Generally the process takes longer than that. Lee described some of the current issues with the process and called the current process a paper process with an electronic twist which lacks transparency, has unclear authority, is riddled with housekeeping changes (about 75% of changes) and generally passes CEAP’s college committee with little or no comment. A discussion of larger issues (e.g., multiple discipline-specific research courses or just one) typically does not take place. The Council explored these questions:

- Should Leadership Council have a role?
- How are processes and changes communicated to various units such as TRACS and Field Experiences?
- Does the Curriculum Committee have the authority and/or knowledge to function effectively and make appropriate decisions?

The Council is supportive of an electronic tracking data base of the process. Including the Leadership Council in the curriculum process was also discussed. Dale C. requested that units hold discussions at the department level and report back. This item will be added to the LC Task List in order to determine next steps.

CEAP Research Website

Lee

Lee asked the Council for feedback on how faculty research should be promoted on the college website. Lee showed examples of how other universities do this. The Council discussed that there is a lot of good work going on within CEAP which may not be known by colleagues and the university. It
was also noted that Digital Measures could possibly interface with this project. Dale asked units to begin this conversation so that the Council can revisit this topic with additional input from units. Lee offered to come to department meetings to further this discussion.

**Faculty Technology Research Needs Survey**

Lee reported that the IT faculty needs survey was recently completed. Items noted as a result of the survey include: a need to share data, a need to back up data, and a need to protect data. This brought to light that Dropbox does not meet these needs. IT will be looking at a solution in the future for file sharing and space needs. Video storage is another item that is currently being looked at by IT. During this conversation it was noted that the teacher and student data from UNC-GA which is forthcoming will require a plan for secure storage.

**Killian 102 Conflicting Requests**

Conflicts which cannot be worked out at a lower level are brought to the Leadership Council as determined by KL 102 usage policy. For spring semester, there are two faculty members who wish to use KL 102 at the same time; this usage issue has not been resolved. A proposal was made that each class continue with its assigned room and the faculty members split the usage of KL 102. The proposal was seconded and then passed, not unanimously.

**Adjunct Instructor Communication**

Dale asked the Council, “how do we involve adjuncts at the program level and the department level?”

- Mary Beth reported that adjuncts interacting with interns have an assigned resource, Sarah Reams. They are also invited to participate on the Field Experiences Advisory Committee.
- STL reported that liberal studies faculty meet twice per semester with Debbie Singleton. EDCI are not included in program/department functions. HPE are consulted with on an as needed basis. SPED typically does not use many adjuncts and those who teach may be at a distance. Dan defined the communication with adjunct as “hit or miss” but an evaluative process will be implemented this semester.
- BK meets with adjunct faculty once per semester which may be done by face to face or virtual. Within the Human Services department, interaction with adjuncts may be defined as “hit or miss”.
- PSY has moved to a model of using graduate students for PSY 150. A formalized process is not in place in Psychology.

The question was raised as to how we communicate things such as curriculum alignment or a newly released conceptual framework to adjuncts. STL reported that this would be handled by the program director or by review of the prior instructor of record’s black board materials.

Dale asked departments to be vigilant in their communications and inclusive with adjuncts, noting that both fulltime and adjunct faculty should understand how a particular course relates to its program.

**Program and Department Meeting Minutes**

The Council discussed where/how minutes are stored from meetings. This process varies by unit. The department of Human Services maintains department minutes on a shared shell in Blackboard. BK minutes are maintained by the program director. Psychology typically meets monthly but currently does not keep minutes. STL holds monthly meetings and maintains minutes. Dan has asked programs to submit meeting minutes which he keeps on his computer. Assessment data/reports are maintained on the CEAP website and on the share drive. TRACS minutes are maintained at the unit level.
Dale asked that a place be established where units can access minutes. A further discussion will be held on how to provide access for other constituents with a goal in mind to improve communication about what the College is doing. The Council was favorable to the storage of minutes on a departmental blackboard shell and noted that an accessible record of meeting minutes is a reasonable expectation.

* electronic handout

**Task List**

Add: Curriculum Process – *How to inform/include the Leadership Council in this process?*

Add: CEAP Research Website – *Determining next steps after unit conversations*

Add: Program and Department Meetings

Recognition for Guest Speakers

Strategic Plan

Assessment Day Template - BSEd for social sciences has completed its template and BSEd for English education has completed its templates.

Advisory Groups – Dale asked for updates on newly established advisory groups and noted that Ellie Hilty has sent out a request for nominations for participation on a secondary education advisory group.

**Important Dates**

**Leadership Council Meetings**

Thursday, November 7, 2013, 9:30 AM

Wednesday, December 4, 2013, 9:30AM

Wednesday, January 22, 2014, 9:30 AM

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, November 20, 2013, 9:30 AM

Wednesday, January 8, 2014, 9:30 AM

Wednesday, February 5, 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

Interim Dean Carpenter adjourned the meeting at 11:50 AM.