The CEAP Leadership Council met on Wednesday, February 19, 2014, at 9:30 a.m. in Killian 202.

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

**Others present:** J. Habel for A. Malesky, D. Claxton

**Members absent:** A. Malesky, R. Wike

**Minutes:** Motion and second to approve the minutes dated 1/29/2014 and 2/5/2014 passed unanimously.

**Announcements:**

Dan announced that visitors from Ludwigsburg are on campus today. Dan, Nancy Luke and Russ Binkley will host the group for lunch today.

Mary Beth announced that Axelle Faughn will host students from France who would like to participate in school visits with our student interns. Additional exchange opportunities are being explored.

**Dean’s Report**

Dale will be out of the office several days over the next few weeks. WCU Deans, along with the Chancellor, will attend the Board of Governors meeting in Chapel Hill. Under consideration at this meeting will be CEAP’s student fees proposal for teacher education. Next week on Wednesday, Dale and Kim will be visiting school systems in the region. Later next week, Dale will attend TECSCU and AACTE. The following week he will be in Chapel Hill at the combined meeting of Education Deans and Arts & Sciences Deans.

The Teacher Recruitment committee met last week to discuss and prioritize recruitment initiatives. A new marketing director will begin at WCU in March who Dale will meet to review teacher recruitment initiatives. The committee discussed updating brochures, upgrading CEAP website, updating “One of Ours” posters, social media presence, print and online advertisements, large poster-type brochures for hall displays, promote graduate programs in the student common areas, and hosting virtual open houses. Dale will meet with new marketing director to develop an action plan.

Dale asked council members to consider if there is a need to refresh/replace classroom lecterns.

Updating of the Killian 301 student commons area is complete. Furnishings will arrive tomorrow.

Killian 108 and 110 are not available for classroom use. These rooms are being combined. Therefore, the distance learning classroom that was planned for KL108 will have to be relocated.

New classroom furniture has been ordered for KL 104 and will be delivered at the end of the semester.

Donation cards for contributions to the WCU 125 celebration were distributed to the Council.
Search Committees

A contract has been issued for the CSP faculty position. Human Services hopes to bring candidates to campus soon for the CSP Director position soon. Applications are under review for the Educational Research faculty position.

Psychology is currently interviewing for both open faculty positions in the department.

STL is preparing to narrow the pools for the Inclusive Education and HPE faculty positions.

Skype interviews for the CEAP Dean search have been completed. The committee chair will meet with the Provost to discuss the process and schedule for inviting candidates to campus.

John H. reminded council members that the college diversity committee would like to have an opportunity to meet with applicants selected for interview. John reviewed the intentions and direction of the committee’s role in the interview process.

Curriculum Update

An extensive curriculum update will be provided at the next Leadership Council meeting.

Business Items

Diversity Initiative

John distributed an activities update of the diversity recruitment and retention subcommittee and asked the Council for feedback. Positive support for the One of Ours Poster Campaign in Cherokee was received. Dale noted that the College has been participating in more activities with folks on the reservation.

Update on Advancement Activities – 10:15 a.m.

David Claxton, Assistant to the Dean for Development, provided the following update:

- 2007 liaison process instituted
- Brent Thomas, Development Officer, assigned to CEAP
- Regular meetings with the Dean to discuss initiatives – focus is on scholarships
- WCU scholarship recipient percentage is low (7%) and alumni giving is low
- Additional scholarships have been added in the last few years
- Approximately $70,000 distributed annually
- College goal – increase endowed scholarship annual awards to $100,000 by 2020
- New initiative – CEAP Advancement Council began this year – David welcomed suggestions for additional membership from the Council.
- CEAP Golf Tournament (2nd year) will be held on March 29. Brochures will be available by the end of the week. Proceeds from the event are used to increase college scholarships.
- Killian Society brochures will be available by the end of the week. The premise is to find 125 people to pledge $125 per year for five years. The Killian Society would generate more than $78,000.
- This year’s phone-a-thon provided program specific information to alumni. Contributions and pledges received are double the contributions and pledges from last year.

Budget Hearing debrief

The Council discussed suggestions for improving process and outcomes for the budget hearing.
• Begin the process prior to the winter break (early November)
• Hold a college-wide retreat
• Dan announced, based on his service on the university level budget advisory committee, the process may begin as early as October.

Task List Item – Program Advisory Group Update

• Where are programs on forming advisory groups and plans to communicate e.g., f2f, virtually, other?

Elementary and Middle Grades have established an advisory group.

Counseling, BK and PRM have advisory boards which include internal and external membership. HR, CSP, PMC/MSA and EdD currently do not have advisory boards. There may be creative opportunities for establishment of advisory boards using technology such as Linked-in and Facebook pages. Conversations about unique ways for advisory boards to communicate should be held at the department and program levels.

Psychology holds an internship fair in the fall which brings students and employers together which may offer possibilities for advisory purposes.

STL will be holding a program coordinators’ meeting this week and will discuss implementation status of advisory groups and focus groups.

Units/programs are encouraged to include membership from Suite 201 folks who support programs.

Dave reminded folks that there is a school relations meeting on February 25. Please send agenda items (programmatic questions for discussion) to Dave.

CEAP Research Website

Lee reviewed a web page template he designed to promote CEAP research and outreach activities. The Council responded favorably to the layout and content. Lee will make periodic open calls to the faculty for research and activities to promote on the web page.

Weather Statement for Student Teachers/Interns *

Mary Beth/Kim

In response to recent student concerns about make-up days and completion of assignments, a draft policy was developed in collaboration with CEAP partners to address concerns of student teachers and interns. The state requires that 50 days must be spent in the classroom by the student intern. Dale thanked Kim and Mary Beth for their proactive response.

PRAXIS ETS Client Services Website

Renee

Students are required in summer 2014 to take PRAXIS II exams. Currently the only mechanism to retrieve the data is via the ETS client services website. Upon looking at the website, concern was expressed regarding access to personal data; therefore, this information will remain under Renee and Kim’s administration.

New reporting requirements – CAEP, PEDS

Renee

NCATE Part C report is no longer being submitted (mostly narrative). This report has been replaced by a template report which includes additional data requests than what has been asked for in the past. Renee noted that survey response rates, completer data and non-completer data will be important.
Some data requests are currently optional, although it is expected that these will become required in the future. Maintaining relationships with alumni will be critical moving forward.

PEDS reporting for education has increased substantially year to year and are expected to continue to increase. Renee will be contacting units for needed data and would like departments to assist in facilitating this process.

* electronic handout

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

**Important Dates**

**Leadership Council Meetings**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>Wednesday, February 19</td>
<td>9:30 AM</td>
</tr>
<tr>
<td>Wednesday, March 19</td>
<td>9:30 AM</td>
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<tr>
<td>Wednesday, April 23</td>
<td>9:30 AM</td>
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<tr>
<td>Wednesday, May 21</td>
<td>9:30 AM</td>
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<tr>
<td>Wednesday, June 18</td>
<td>9:30 AM</td>
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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**

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<thead>
<tr>
<th>Date</th>
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<tbody>
<tr>
<td>CEAP Honors &amp; Awards, UC Grand Room</td>
<td>Wednesday, April 9, 2014, 4:30 PM-Reception, 5:00 PM-Ceremony</td>
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<tr>
<td>State of the College Meeting, KL 102</td>
<td>Friday, April 25, 2014, 11:00 AM – 12:00 PM</td>
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**Tentative Budget Hearing Timeline**

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<th>Date</th>
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<tr>
<td>February 12-21</td>
<td>Academic Affairs feedback period for Budget Proposals</td>
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<tr>
<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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<tr>
<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.