The CEAP Leadership Council met on Wednesday, November 4, 2015, at 9:30 a.m. in Killian 202.

**Members present:**  P. Bricker, D. Carpenter, R. Corbin, D. Grube, L. Nickles, A. Malesky, P. Robertson, M. Rompf, J. Stewart, K. Winter

**Absent:** C. Flood

**Minutes:** Motion and second to approve the minutes dated 9/23/2015 passed unanimously.

**Announcements**
Kim attended a transfer advisory board meeting at Southwestern Community College. She noted that it is SCC’s practice to host all advisory groups on the same evening and she thought this was a positive idea that CEAP should consider.

Phyllis announced that Adriel Hilton won an award for outstanding research through his professional organization.

Dan recently attended the NCAAHPERD conference in Winston-Salem. This event was well attended by WCU faculty and students.

Phyllis announced that the three school counselors who recently have been named “Counselor of the Year” in Buncombe County are WCU alum.

Lee told the Council that on May 28 MyCAT will transfer to MyWCU. In addition, CATwalk will be going away/changing.

Facilities work order system will be moving to a new system. There may be some issues regarding accountable officer approvals during the temporary stage.

R25 Live, the new room assignment program, took several runs for placing classroom assignments. The “bugs” seem to be worked out.

**Dean’s Report**

- Dale and others just completed a lengthy visit to Jamaica for graduation and program re-accreditation. Initial indicators, and what was verbally shared during the on-site re-accreditation visit, imply that an increase to the credit hour requirement for the undergraduate program may occur. More details will follow. A 30 hours master’s in special education program proposal has been submitted. The Jamaica Ministry of Education currently has a 36 hour program requirement.
- Dale has met with all dean’s advisory groups: faculty, staff and students (including distance students via an online meeting).
- **2016 Senior Toast** – CEAP has established a goal to have the largest representation of graduating seniors at the Chancellor’s 2016 Senior Toast. Graduating students who contribute $20.16 to Advancement are invited to a reception at the Chancellor’s house. This Senior Toast program is designed to inspire giving among alumni.
CEAP held its annual meeting with Provost Morrison-Shetlar. Students welcomed the Provost and provided brief updates on their activities and opportunities in the College of Education and Allied Professions. This format was enthusiastically received.

**Search Committee Updates**

WCU is in the process of rolling out People Admin 7.0, the newest version of WCU’s recruitment and talent management software. The implementation will impact the time to post positions across campus.

An offer for the Human Services Administrative Support Associate position has been extended.

Alicia Estes, HR, has provided support to quickly post the instructor vacancy in the Office of Field Experiences/School of Teaching and Learning. A hiring target date of January 1 has been established.

**Curriculum Update**

Kim

Curriculum Changes as of 9/14/2015

<table>
<thead>
<tr>
<th>Course</th>
<th>Program</th>
<th>Status</th>
<th>Additional Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>BK 313</td>
<td>CEAP</td>
<td>Passed</td>
<td>Course deletion – not offered in last 5 years</td>
</tr>
<tr>
<td>BK 465</td>
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<td>BK 480</td>
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<tr>
<td>BK 488</td>
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<tr>
<td>COUN 310</td>
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</tr>
<tr>
<td>EDRS 800</td>
<td>CEAP</td>
<td>Passed</td>
<td>Remove EDL 803 as prereq</td>
</tr>
<tr>
<td>EDRS 801</td>
<td>CEAP</td>
<td>Passed</td>
<td>Change (correct) prereq from EDL 800 to EDRS 800</td>
</tr>
<tr>
<td>LEAD 147</td>
<td>CEAP</td>
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<tr>
<td>LEAD 148</td>
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<tr>
<td>LEAD 149</td>
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<td>LEAD 247</td>
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<tr>
<td>LEAD 248</td>
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<tr>
<td>LEAD 255</td>
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<tr>
<td>PRM 389</td>
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<tr>
<td>PRM 440</td>
<td>CEAP</td>
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<td>Course deletion – not offered in last 5 years</td>
</tr>
</tbody>
</table>

**Business Items**

Budget Requests *

Council members presented brief descriptions of one-time, recurring and university requests for their respective units. In preparation for the college-wide hearing, a preliminary rank ordering of requests was determined. Internal funding has been identified for some of the requests. The CEAP Leadership Council will host the College of Education and Allied Professions formal budget hearing scheduled on Tuesday, November 17, at 4:00 p.m. in Killian 102.

Holiday Luncheon

CEAP’s holiday luncheon will be held on Tuesday, December 8. This year the event will begin at 11 a.m. in order to coordinate with the exam schedule break from eleven to noon. Like last year, a scholarship fund raising drive will be held in support of CEAP students.

Assignments:

<table>
<thead>
<tr>
<th>Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY -Desserts</td>
</tr>
<tr>
<td>HS – Sides</td>
</tr>
<tr>
<td>STL - Main Courses</td>
</tr>
<tr>
<td>Suite 201 – Salads, Plates, Napkins, Utensils</td>
</tr>
</tbody>
</table>
The luncheon theme will be light up the holidays. Available council members will meet Monday afternoon, December 7, to set up the room for the luncheon.

*Emergency Action Plans for Killian and Reid*  
Lee  
Draft Emergency Action Plans for Killian and Reid buildings have been prepared and were provided to council members for review. With two minor adjustments, the Council endorsed submission of the draft plans for university approval. Plan implementation and training will be coordinated by the university post approval. CEAP units located in other buildings are encouraged to contact building coordinators in their respective buildings (i.e. McKee and Camp).

*Effect of New Legislative Requirement of 2.70 GPA on WCU Candidates*  
Renee  
This year’s state budget included requirements related to teacher education. In CEAP, there are 18 students enrolled in teacher education who fall below the 2.7 GPA. If a 3.0 GPA was established, then 77 students would not meet that requirement. Currently, programs that require a 2.5 GPA are Math, Science, Music, and Art. An implementation timeline for the 2.7 GPA requirement has not yet been established by DPI.

*Recruitment Materials*  
Kim  
Units are encouraged to make a list of recruitment/promotional materials and prioritize needs related to the new branding. Conversion to new branding should be completed by summer 2016. Name tag templates are expected to change in order to provide increased area to allow for larger name font.

*Task List*  
- Organizational Chart and reporting structures

*Important Dates*

**Leadership Council Meetings**  
Wednesday, November 4, 2015, 9:30 AM  
Wednesday, December 2, 2015, **10:00 AM**  
Wednesday, November 18, 2015, 9:30 AM

**Other Important Dates**  
CEAP Meeting with Provost Office, 3:30 PM, KL 102  
CEAP Holiday Luncheon – 11:00 AM, KL 102  
CEAP Honors and Awards, 4:30 PM, UC Grand Room  
CEAP State of the College, 11:00 AM, KL 102  
Monday, November 2, 2015  
Tuesday, December 8, 2015  
Wednesday, April 20, 2016  
Friday, April 22, 2016

**Dean’s Advisory Council Meetings**  
Faculty, 8:15 AM, KL 202  
Staff, 11:30 AM, KL 202  
Students, 3:30 PM, KL 202  
Students Go-To-Meeting, 6:00 PM  
(Asheville & distance – grad & BK)  
Tuesday, November 3, 2015  
Tuesday, November 3, 2015  
Tuesday, November 3, 2015  
Wednesday, November 4, 2015

Dean Carpenter adjourned the meeting at noon.