College of Education and Allied Professions Leadership Council

The CEAP Leadership Council met on Wednesday, November 18, 2015, at 9:30 a.m. in Killian 202.

Members present: D. Carpenter, R. Corbin, C. Flood, L. Nickles, A. Malesky, P. Robertson, M. Rompf, K. Winter

Absent: P. Bricker, D. Grube, J. Stewart

Others: L. Bloom for STL

Minutes: Motion and second to approve the minutes dated 11/4/2015 passed unanimously.

Announcements
Phyllis announced that Rena McKay has begun employment with Human Services as the departmental Administrative Support Associate. Rena is a WCU graduate of the nutrition program.

Donation envelopes for the CEAP Scholarship Drive, held in conjunction with the annual holiday luncheon, have been delivered to departments.

Guest Speaker
Farzaneh Razzaghi has joined Western Carolina University as the Dean of the Hunter Library. Her philosophy is to partner with faculty and colleges in support of student success. The library is working to expand services for distance learning students and faculty by embedding an online librarian. This semester the Hunter Library hosted a new faculty orientation for library services. Next year, this event will incorporate outreach to departments and expansion to graduate and international students. A library planning committee and program assessment have been added to library practice. Balancing access and ownership issues, and expansion of technology are priorities for library service.

Dean’s Report

- Chena Flood has accepted the additional responsibility of Regional Director for the NC NTSP. She will replace Pam Buskey in this role.
- Kelly Kelley will retain her faculty position and has assumed responsibility as coordinator for the University Participant program.
- Jess Weiler will become the program coordinator for the EdD program. She will work with Kathleen Jorissen during the spring semester.
- Jamie Raynor, Director of Development for CEAP, holds office hours in Killian 204D each Wednesday from 3 p.m. to 5 p.m. All are encouraged to meet with Jamie to discuss scholarship and program support opportunities.
- Assessment Day is scheduled for Friday, January 29. A message from the Dean regarding class scheduling that day will be sent to the college.
- An email requesting applications for the J. Robinson professorship has been sent to full professors. Applications are due Friday.
- MSA/PMC is low-enrolled. Effective this semester, the program will not be admitting students. The program will undergo a review similar to the EdD.
- Advisory groups/boards for the college have increased. Kim talked about the model that is utilized by SCC where all advisory groups meet at the same time which allows time for interdisciplinary
conversations, opportunities for leadership to provide updates on current initiatives, and program specific discussions.

**Action Item:** advisory groups will be an agenda item at the next Leadership Council meeting.

- The CEAP budget request hearing was held yesterday which provided college membership with an opportunity to talk about their needs with their colleagues.

**Search Committee Updates**
There are 20 applicants for the Instructor position for the Office of Field Experience.

The BK position has been submitted for staffing plan approval. The Educational Research position description is being entered into People Admin 7.

A fixed-term position for SPED will be recruited in the spring for employment fall 2016.

**Curriculum Update**

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<thead>
<tr>
<th>Course</th>
<th>Program</th>
<th>Status</th>
<th>Additional Notes</th>
</tr>
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<tbody>
<tr>
<td>MAEd</td>
<td>Educational Supervision</td>
<td>HOLD</td>
<td>Proposal to reduce credit hours from 38 to 30.</td>
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<tr>
<td>Med</td>
<td>Higher Education Student Affairs</td>
<td>PASS</td>
<td>Remove GRE for applicants with a 3.0.</td>
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<td>*Has already passed Graduate Council</td>
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**Business Items**

*Funding Support for Student Travel*  
A handout about funding opportunities for student travel has been prepared by a Human Services graduate student. Phyllis shared this information with council members.

*Multi-Term Registration*  
Multi-term registration is a trend across the country and is a discussion item at the Provost Council. The council discussed logistical challenges that multi-term registration may present to programs and departments. Concerns about the admission component for professional programs, shortened programs for changing major students, pre-requisite failures, admitting students immediately versus cohort admissions recruitment and scheduling for graduate level full and part time students were identified. Surveying other institutions plans may address concerns.

*Teacher Recruitment Plan: Pearson and PRAXIS Core test scores*  
Renee reviewed CEAP Pearson and PRAXIS Core data that was included with the submission of the WCU Teacher Recruitment Plan. CEAP’s plan includes a goal to increase passing of professional exams by 15% on first attempts within five years. The plan also looks to provide students with opportunities for receiving help and assessment of the initiatives implemented.

*Rubric for Evaluating Program Assessment Plans*  
The Student Learning Outcomes Assessment Committee has developed a rubric to evaluate program assessment plans. This year a pilot will occur across campus to sample whether programs are meeting assessment. A program review of this rubric as part of the Assessment Day activities may be beneficial in planning for the 16-17 academic year implementation.
Information updates

- An update regarding the US DOE change in reporting is pending. It is expected that common definitions for reporting/language will be established. Rigor and flexibility, holding accreditors responsible for publishing standards and transparency will be a part of the change process. College score card information will include student outcomes and default rates.
- The NCATE rejoinder has been submitted for the identified improvement area. CEAP provided data showing an increase in both African American and Interracial populations since the last WCU accreditation visit in 2007. The final NCATE report will be received some time next year.

Holiday Luncheon – Tuesday, December 8, 11:00 AM – 1:00 PM
All
PSY- Dessert, HS –Sides, STL–Main Courses, Suite 201–Salads, Plates, Napkins, Utensils, Dean’s Office – Drinks, Cups, Ice; Fundraiser –CEAP Scholarships; Theme –Light Up the Holidays.
Set up for the event will be Monday, December 7, at 3 p.m. Dale will invite housekeeping staff.

* electronic handout

Task List
- Organizational Chart and reporting structures

Important Dates

Leadership Council Meetings
Wednesday, December 2, 2015, 10:00 AM
Wednesday, January 27, 2016, 9:30 AM
Wednesday, March 2, 2016, 9:30 AM
Wednesday, April 20, 2016, 9:30 AM
Wednesday, May 18, 2016, 9:30 AM

Wednesday, January 13, 2016, 9:30 AM
Wednesday, February 10, 2016, 9:30 AM
Wednesday, March 30, 2016, 9:30 AM
Wednesday, May 4, 2016, 9:30 AM
Wednesday, June 15, 2016, 9:30 AM

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

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

Dean Carpenter adjourned the meeting at 11:30 a.m.