The CEAP Leadership Council met on Wednesday, December 2, 2015, at 10:00 a.m. in Killian 202.


Minutes:  Motion and second to approve the minutes dated 11/18/2015 passed unanimously.

Guest Speaker
Theresa Paul, Director – Center for Career and Professional Development (unit name change)
Theresa began employment with WCU in July as the new Director of Career Services. Renovations to the Reid building will be taking place in order to relocate and provide a larger space for Career Services, summer 2016. This is a win-win for CEAP and Career Services. Theresa shared a handout on student success stories and provided an update to Career Services initiatives and personnel changes. The unit’s website has undergone substantial change. The Center is focusing its efforts on supporting professional student development, creating opportunities for student experiences/internships, and employer involvement. The next Education Recruitment Fair is scheduled Thursday, March 17. Theresa welcomes feedback regarding services and needs of the campus community.

Dean’s Report
- Provost Council budget hearing was held today. Requests were numerous.
- Step 3 increase implementation will be moving forward. Evaluation of CIP code data is being done in conjunction with the Step 3 increase which will bring all employees to a minimum 77.5% of market. Step adjustments will be made to salaries which fall below 92.5% of market. CEAP’s salary to market ratio is about 88.5% across the college. This process is gender neutral and has helped WCU to address gender equity.

Search Committee Updates
The Office of Field Experience will bring three candidates to campus on Monday to interview for the instructor position/field experience coordinator.

Psychology has received a reassigned faculty position within the college and will convert an existing .8 faculty line to a 1.0 position.

The BK position has been posted and has applicants. The Educational Research position should be posted soon. Human Services is working on posting two fixed-term positions: one for counseling and one for community college expertise in the EdD program.

Curriculum Update

<table>
<thead>
<tr>
<th>Course</th>
<th>Program</th>
<th>Status</th>
<th>Additional Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRM310-</td>
<td>PRM</td>
<td>PASS</td>
<td>Has already been offered as a special topics and will be offered this May as a travel course.</td>
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</tbody>
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Business Items

Pearson Exam Scores by UNC Institution

Kim

Kim distributed a report on Pearson Exam Scores which includes test score data through July 18. WCU student scores/pass rates are slightly better than initially expected. Increasing the initial Pearson exam pass rate for WCU students is a goal of the Teacher Recruitment Plan.

Teacher Recruitment Plan Implementation

Kim

The plan has been completed and submitted to GA. CEAP will move forward with implementation of plan initiatives. A “prep” team is being established to plan uses of resources to address plan initiatives.

Assessment Day Agenda

Kim/Renee

An email will be sent to program coordinators with a draft agenda and assessment day guide materials so that programs may pre-plan their day and activities.

Draft Agenda:

- 8:30–8:45 am: Breakfast
- 8:45-9:00 am: Update & Logistics, Dale Carpenter, Kim Winter, Renee Corbin
- 9:00-9:30 am: Meaningful Assessments, Michael Maher, Associate Dean of Education, NCSU
  *Release of Allied Professions (Program Work 9:30-3:30, See Room Assignments)*
- 9:30-10:00 am: Preparing for CAEP Accreditation, Michael Maher, Associate Dean of Education, NCSU
- 10:00 am-12:00 pm
  - 10:00-11:00 am: edTPA Scoring Alignment
  - 11:00 am-12:00 pm: Internship Assessment
- 12:00-12:45 pm: Lunch with Colleagues in KL 102
- 12:45-3:30 pm Program Work Time, See Room Assignments
- 3:30-4:00 pm Closing - Wrap-Up Conversation Evaluation (via Qualtrics)

The council discussed the following for possible inclusion on Assessment Day:

- review of the newly released WCU program assessment rubric
- program discussions and feedback about possibly implementing a singular date/event for all college program advisory groups to meet annually
- a sharing opportunity by programs that have an excellent assessment plan.

Principal Survey 2015

Renee

WCU conducts a survey each fall of school principals who employ initial and advanced licensure beginning teachers. There were 67 respondents for this survey. Overall results reflect slightly higher scores than the fall 2014 survey and slightly lower scores compared to fall 2013 data. Most comments received were positive. Concerns noted include classroom management, work ethic and a lack of commitment to after-hour activities, ability to address needs of diverse learners in lesson-planning.

Advisory Group Idea from SCC

ALL

Tabled for discussion at the next Leadership Council meeting.

University Website Update

Lee

The university website will change Thursday, December 10. On the new template a “Quick Links” drop down menu will provide easy access to MyCat, Blackboard, email and other resources. It is expected that CEAP will move to the new website template spring 2016.
College News Items

Lee reminded council members to share good news. Photos, stories and news should be sent to Lee, including student highlights.

People Admin 7

Dale

Unit personnel have been attending training for the People Admin 7 system. Council members noted that the best experiences were coming from hands on training. Alicia Estes is willing to meet individually with folks to help facilitate the transition.

* electronic handout

Task List

- Organizational Chart and reporting structures

Important Dates

Leadership Council Meetings

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

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

Other Important Dates

CEAP Holiday Luncheon – 11:00 AM, KL 102
CEAP Assessment Day – 9:00 AM, KL 102
Botner Nominations Due to Dean *
CEAP Honors and Awards, 4:30 PM, UC Grand Room
CEAP State of the College, 11:00 AM, KL 102

Tuesday, December 8, 2015
Friday, January 29, 2016
Monday, February 15, 2016
Wednesday, April 20, 2016
Friday, April 22, 20

Dean’s Advisory Council Meetings

Staff Advisory Council, KL 102, 8:15 AM
Faculty Advisory Council, KL 202, 12:00 PM
Student Advisory Council, KL 202, 5:30 PM
Student Advisory Council – Online, 6:00 PM
Faculty Advisory Council, KL 202, 2:00 PM
Student Advisory Council, KL 202, 3:30 PM
Student Advisory Council – Online, 6:00 PM
Staff Advisory Council, KL 102, 3:00 PM

Wednesday, February 3, 2016
Wednesday, February 3, 2016
Wednesday, February 3, 2016
Thursday, February 4, 2016
Tuesday, March 29, 2016
Tuesday, March 29, 2016
Tuesday, March 29, 2016
Wednesday, March 30, 2016

Dean Carpenter adjourned the meeting at 11:50 a.m.