Meeting of CEAP Directors
Western Carolina University
October 5, 2007 1:30pm
Killian 218

Attending: Barbara Bell, Renee Corbin, Janice Holt, Jamel Anderson-Ruff, Lee Nickles, Ken Prohn, Elaine Franklin, Jackie Smith, Ken Hunt and Beth Denman for Erin McManus

Absent: Kim Elliott and Ruth McCreary

The minutes from August’s meeting and September’s meeting were approved.

Ken announced that discussion on director’s reports was postponed until after accreditation.

Updates:
Display Boards
- Janice explained that centers, programs and the College of Arts and Sciences will have different color display boards. Centers will all be in one color, programs another and College of Arts and Sciences a third color.
- The final drafts need to be sent the print shop by the end of next week (10/12). Display boards only cost $30 and can be updated often.
- Janice asked that all directors plan on attending the poster session on Sunday 11/4. She also requested the students be invited to attend. The poster session will be held in the UC grand room at 5:30pm.

Newsletter for Directors
- Ken has met with Public Relations in regards to the newsletter. They will be providing a template as soon as Ken sends them a sample of the text. PR will need to approve the newsletter because it is sent out to an external audience. Ken suggested you bullet major initiatives within the different center/programs. Each center/program will have roughly ½ a page for pictures and text.
- Barbara asked who the target audience was for the newsletter. Ken responded that public school people were the primary target audience.
- Ken reminded the group to pick something that is timeless, based on the concept these newsletters will only be produced roughly every other year.
- Janice suggested that directors stay away from using numbers, since number change so often.
• Ken said Rubae suggested writing something that your center/program does to support the community in creating a positive relationship. You could also define the center/programs role within the community or just bullet services you provide. Rubae said that people will most likely not read paragraphs of text.

• The group discussed possible titles for the newsletter:
  o WCU Resources for schools
  o WCU Centers and Office Support for Regional Schools
  o WCU Services for your School
  o WCU Outreach and Service to Schools
  o WCU Supports You-Resources for Schools

• If you have additional suggestions for a title, email Ken.

Other Topics:
• Barbara asked for opinions on an initiative MaryAnn Maisano and herself were discussing. They would like to begin holding an informal meeting during the first few weeks of the semester welcoming new elementary/middle grades education majors to the program. They thought it would be nice to give the new students some type of gift and make them aware of resources available to them as education majors.
  o Jackie thought the students would really like knowing what resources are available to them.
  o Renee said that UNC-C provides some type of membership card that entitles the students to discounts at events and particular stores.

• Jamel and Barbara discussed a project they would like to begin which would be engaging to international students. The idea is to have international children books read and recorded. They are asking anyone with ideas of stories, students or faculty to read the stories, or connections to a publisher contact Jamel.

The meeting adjourned at 1:55 pm.

Meeting Dates:
November 2       K218
December 7       K218