Meeting of CEAP Directors
July 13, 2007 1:00pm
Killian 218

Attending: Elaine Franklin, Ruth McCready, Jackie Smith, Ken Hunt, Renee Corbin, Lee Nickles and Lena Richie for Kim Elliott

Absent: Ken Prohn, Barbara Bell, Erin McManus and Janice Holt

The minutes from the June 15th meeting were approved.

Updates:

Annual reports
- Ruth relayed a message of thanks from the Dean for annual reports. He believes these will be very helpful to have documentation of events and program/center initiatives.

Display boards for NCATE/DPI Accreditation
- All directors have turned in drafts of the display boards that will be used during the accreditation visit. Currently, no additional information is available. When Janice returns, she will be in touch with each director regarding changes to the drafts they submitted.

Display boards for the Beginning Teacher Symposium
- The Symposium will be held on Tuesday, July 31 and Wednesday, August 1 at the University Center.
- Directors are asked to participate in a poster session on Wednesday August 1 from 8:30-9:00am. The poster session will be held outside Illusions. The purpose is to bring awareness of centers, support programs and programs that we have on and off campus that can help both new and career teachers. Other campus programs participating are:
  - Mountain Heritage Center
  - International Programs
  - Service Learning
- Ruth announced that we are looking for session facilitators to help with the symposium. Facilitators will be asked to collect evaluations, sign-in sheets and host session presenters. Facilitators are needed
for both days from 10:00-3:00 on Tuesday and from 8:45-1:30 on Wednesday. If you are able to help for an entire day or just a session, contact Janice or Ruth.

Other topics:

Orientation procedures for clinical faculty/part-time employees representing the CEAP. Copies of a draft for this document were distributed.
- A purpose for the handbook is to make these employees be connected to both the college and the university.

- The following suggestions were made by members present:
  - Give emergency contact information, campus police
  - Add campus dining locations
  - Add bookstore information
  - Add IT services information
  - Add websites to centers and programs
  - Add information about Coulter Faculty Center
  - Add the web-address to the CEAP website, as well as the University website
- Ruth explained that these handbooks would not be used for adjunct faculty. They would be used for employees hired to facilitate workshops and perform other short-term responsibilities.
- According to Lena, ORE has a similar handbook they use for their part-time employees. This handbook includes information about medical services available on campus. Lena is going to send Ruth a copy of this handbook.

Newsletter of Directors
- A one-time newsletter was discussed that would include information about each of the centers and programs within the CEAP.
- Renee believes it will be a good way to publicize events and activities.
- Ken suggested pick a college wide initiative to cover in the issue. An example he used was "what we are doing to help our partners". Each center could use real stories from events to show what their program is doing to help.
- Elaine thought it would be great for development; it would represent what the college does and it could be given to legislators.
• A committee was formed to work on this project. The committee consists of Ken Hunt, Janice and Jackie.

Web Pages
• Lee announced that departmental web pages may be completed by the end of the summer. Programs and centers may have there web pages completed by early December. Until the process has been completed, directors are encouraged to keep information up to date but not to make major changes to the web pages.

The meeting adjourned at 1:45 pm.

Meeting Dates:
  August 10      K218
  September 7    K218
  October 5      K218
  November 2     K218