Meeting of CEAP Directors
August 9, 2007, Noon
Killian 218

Members present: Jamel Anderson-Ruff, Barbara Bell, Renee Corbin, Kim Elliott, Elaine Franklin, Janice Holt, Ken Hunt, Ruth McCreary, Lee Nickles, Ken Prohn, Jackie Smith

Also present: Michael Dougherty

Dean Dougherty welcomed everyone and invited directors to enjoy a delicious luncheon.

After lunch, Jamel Anderson-Ruff was introduced as the new Curriculum Specialist for Diversity. Other directors then introduced themselves.

Good news: Teaching Fellows had a positive review this spring and anticipate having 33 fellows in the freshman class. Lee has an article suggesting ways for engineers to be involved in K-12 education accepted for publication in an engineering journal.

Dean's Report:

Teacher recruitment is an important matter and all directors should be advocates for teacher recruitment. This is a university-wide commitment and everyone is expected to be actively engaged in recruitment. The revised Teacher Recruitment and Retention Plan was provided to each director with a planning workbook.

Everyone must master teacher recruitment.

The Legislature allocated $750,000 to the 15 universities for Teacher Education Recruitment. There is a possibility WCU will receive approximately $50,000 to implement the plan.

Expectations for Directors—in addition to your unit:

- Look for external funding. All directors need to address ways to explore acquiring additional funds.
- Be involved in recruitment, preparation, support for beginning teachers and support for career teachers.
- Make your unit indispensable. Demonstrate how you contribute significantly to the mission of the university.
- Get publicity for your unit in the Asheville Citizen-Times and other important publications.
- Determine how your unit can work with Jamel. This is to be a job target for each director. Directors are to have a written statement indicating how they will use the Curriculum Specialist for Diversity to meet program goals.
- Develop a document on how we will support Teacher Recruitment. Also we must develop good plans to keep student in teacher education. Address the retention of these teacher education students.
- Our accreditation visit by NCATE and DPI takes place in early November. This impacts all directors as we demonstrate the quality of the impact of our programs.
- 21st Century Skills are applied skills that all graduates need to demonstrate. All units need to give attention to these skills. (This topic will be explored in greater depth at the next meeting of directors.)
- All directors have annual reports with assessments.
- Directors must support teacher recruitment. More than SUTEP, we must build teams on teacher recruitment for the CEAP. Kim in the ORE will lead a teacher recruitment team that includes campus leaders.
- How are we retaining students in teacher education in an organized way? We will look for new ways to retain students.
- Alumni may be asked to make contact with students being recruited.

Budget:

A “zero-based budget” is still being discussed. Regular budgets will have some funds held back with the dean making decisions. Look at all budgets in each college to see if budgets can be combined.

Because of the PACE study, a new printing system is being adopted on campus. It appears that there will be a central location for printing and everyone will go there for all printing.

Suggested ways for using the Curriculum Specialist for Diversity:

- Work with the SUTEP Recruitment Committee.
- Participate in the Beginning Teacher Symposium and NC Teach Summer Institute.
- Address reading strategies and behavior strategies for exceptional students.
- Participate in intern seminars.
- Work with early field experience placements.
- Develop ways to work with distance classes.

Jamel will make individual appointments to meet with each director.
Other topics:

- Support the accreditation process and events.
- Improve relationships across the campus.
- On the Job Targets, remove fixed assets management because that is now a routine expectation. Job targets must include teacher recruitment and use of the Curriculum Specialist for Diversity.
- Share good news of the unit. Advocate for your unit. (For example, Barbara Bell is working on a plan for mentoring freshmen.)
- Annual Reports that were prepared by directors have received important notice. These reports document the important work done by each unit.
- The annual reports submitted by directors were shared with the Provost and received positive feedback.