Meeting of CEAP Directors
Western Carolina University
September 7, 2007 1:30pm
Killian 218

Attending: Barbara Bell, Renee Corbin, Janice Holt, Kim Elliott, Jamel Anderson-Ruff, Lee Nickles, Ken Prohn, Ruth McCreary, Elaine Franklin, Jackie Smith and Beth Demon for Erin McManus

Absent: Ken Hunt

Guests: David Strahan, Michael Dougherty

Ruth welcomed Jamel as the newest member of the group.

The minutes from July's meeting were approved. Minutes from both August and September will be reviewed at the next meeting.

Special Topic: 21st Century Skills

- The Dean and David Strahan will be presenting a session about 21st Century Learning on September 14th at WRESA. Each director was given New Direction for Youth Development: The Case for Twenty-First Century Learning. David shared the PowerPoint that will be used during the session, as well as an overview of the book.
- David spoke briefly about the 2+2 grant. This grant will be used to support a middle grades on-line program. Students will spend 2 years in community college and complete the additional 2 years on-line, graduating with certification to teach middle grades. Several universities have received funding to support 2+2 programs.
- The goal for 21st Century Learning is to assure that students who graduate are "globally competitive" and "work ready". Students need skills in working collaboratively and making presentations. There is no standardized testing to access these skills.
- The Dean added these skills are extremely important for our teachers to possess. He stated, "A journey of 10,000 miles starts with 1 step". Implementing these skills into our classes will produce more efficient teachers. He reinforced the college goals of recruitment, quality educators and the concepts of these tasks (21st Century Learning).
• Elaine noted the challenges that come with on-line course, cheating being one big concern.
• Janice shared her observation that a student's voice still comes through, even through an on-line course.
• Barbara said it is the process that is more important than the answer. Having students write about the process, allowing their voice to come through, may help with the cheating aspect.
• Kim suggested David and the Dean be prepared to answer how this fits in with the Standard Course of Study. David said that was the first question the committee researched.
• Elaine mentioned that inquiry is critical to science and asked how you teach this on-line?
• David closed by mentioning this would be a cohort model. He thanked everyone for their time and suggestions.

Updates:

Display boards for NCATE/DPI Accreditation
• The committee asked that the print shop print 3 sample posters: 1 from a center, 1 from Arts & Sciences and 1 from a program. When the committee received the sample, it was an incorrect size. The committee wants to see the posters next to each other to determine if some should be different in color, shape of pictures, etc.
• They are still waiting for the print shop to send the correct size sample. Marissa Ray is the contact person for the print shop.
• Janice will suggest to the committee that Rubae help with lay-out and design. She will also make the committee aware of the time concerns for directors.

Display boards for the Beginning Teacher Symposium
• Ruth thanked all directors who participated in the poster session during the Beginning Teacher Symposium. Some wonderful pictures were taken during the event.
• The event was a big success and will be continued next year. However, instead of splitting the sessions up (University resources/Non-University resources), next year there will be one poster session held.

Orientation procedures for clinical faculty/part-time employees representing the CEAP
• Janice announced that Rubae did a wonderful job with the handbooks. There are just a few things that need to be fixed before the handbook and be put on the website. Once it is available on the website, centers can begin printing copies for their part-time employees.

• A final proof will be sent around, via email, before the handbook gets posted.

Newsletter of Directors
• Ken sent around samples that he and Rubae created. This topic will be discussed at the next meeting.

Directors’ Reports
• Renee distributed a chart showing all the reports that are due and what areas they cover. Her hope is that some reports can be condensed and that a software package is available that will make compiling these reports more efficient. Lee is looking into the software options.

• One suggestion was to eliminate the travel section from the monthly Directors’ Report and to include that information in the external meetings section. Jackie commented that listing meetings and travel is a way of showing accountability.

• Elaine wondered if a copy of an outlook calendar could be attached to the report to show travel and meetings. Some concerns were that all directors do not use the outlook calendar and that some meetings were not scheduled.

• Lee mentioned there needs to be consistency within the reports. Currently it seems that some people are listing supervision of interns and others are not. The implantation of some type of data base would help keep things consistent.

• Kim suggested that each director have an access file, and then when a report is needed we could merge reports and pull from certain columns.

• Ruth reminded directors they could send their monthly reports to Cyndi highlighting activities that are covered in the School Services Report. This would eliminate having to complete a School Services Report at the end of the year.
- The Annual Report due to the Dean is a short, 4-page summary of the events and data collected for each center. Mary created a binder that includes all of the center reports. Ruth passed around the binder and informed everyone it was available in the Dean’s office.
- Directors agreed it is important to remember the audience when writing reports. It is also the group’s opinion that this information can be used as a guide in combining reports.
- Ruth suggested everyone review Renee’s handout and consider suggestions. Discussion of reports will continue at a future meeting.

The meeting adjourned at 3:05 pm.

**Meeting Dates:**
- October 5  
  K218
- November 2  
  K218
- December 7  
  K218