CEAP
Meeting of Directors
September 8, 2006 1:00 p.m. – 2:25 p.m.

Attending: Kim Elliott, Ruth McCreary, Ken Prohn, Renee Corbin, Janice Holt, Barbara Bell, Jackie Smith and Ken Hunt

Absent: Elaine Franklin

Welcome New Members:

- Ruth welcomed Renee Corbin, Director of Assessment, and Ken Hunt, Director of the Office of Field Experiences.
- Other members of the group introduced themselves.

The minutes of the August 4th meeting were approved.

Advisory Boards for Centers:

- There was a discussion of how we choose members to serves on Advisory Boards?
- Kim met with the Dean and discussed the people who served prior and continued from there. Her board meets every March and consists of 15 members. Both public school and university people sit on the board.
- Jackie’s advisory board for teaching fellows was already in place when she started, however she made a few changes. Jackie added individuals that had direct contact with teaching fellow students. Her board also consists of 15-20 people, including teaching fellow students, public school people, faculty, and program directors.
- Ken Prohn’s grant is under the special education advisory board. This board consists of 25+ members from public schools, Western Carolina University and individuals living with different disabilities.
- Janice started an advisory board for The Center for the Support of Beginning Teachers. She started with members of the SUTEP Inductions Committee. From there she added ILT coordinators, beginning teachers (both traditional and lateral entry), as well as university faculty and staff. Her board also consists of approximately 15 members.

Academic Enrichment

- Kim and Elaine are exploring Academic Enrichment Programs to meet the needs of public school students in the region. The Cullowhee Experience (a residential program that was established in the 50’s) has not had widespread participation for several years.
• Programs within the College of Education are looking for ways to improve the k-12 student experience. A committee was formed to discuss ideas. The committee consists of Elaine Franklin, Kim Elliott, Lisa Bloom and Sharon Dole.
• The committee started by looking at why the Cullowhee Experience numbers were down. They also looked at what needs were not being met by the current program. From their conclusions they began looking at many different programs such as after school programs, Saturday programs and summer camps.
• Kim explained that the program will be inclusive, including all students.
• The goal is to have the program start this summer.
• Kim presented a draft form of a survey being sent to partnership schools.
• Renee mentioned that open ended questions are harder to evaluate due to the amount of time spent putting them into categories.
• Ken Hunt suggested using a bubble format on all questions, with the exception of number 5.
• Kim explained that funding is limited for the program. Because of the limited funding, some questions were created to determine what grade levels the program should start with.
• Barbara suggested informing people of the limited budget.
• Ken Hunt suggested including magnet schools and A+ schools in the survey. These schools are given money for enrichment programs.
• Renee informed Kim that a confidentiality statement should be included with the survey. Kim explained that a cover letter was being included in the mailing and that a confidentiality statement would be in the letter.

Chancellor’s Task Force on Teacher Supply and Demand

• Ruth announced that the date has been changed from September 12, to October 13, 2006. The event will take place in the Ramsey Center’s Hospitality Room.
• Janice explained that the topic is Induction.
• Roger Metcalf, Director of WRESA, has agreed to hold the October meeting for Superintendents here at Western Carolina University. The superintendents’ meeting will be conducted until approximately 11:30. At that time the Dean will meet with the group. At approximately 11:45 a working lunch will be conducted. Superintendents will divide into 4 focus groups and discuss pre-assigned topics. These topics include:
  o What the Chancellor can directly do to help recruit teachers
    • Facilitated by Roger Metcalf and Dianne Lynch
  o How principals can support beginning teachers
    • Facilitated by Jackie Jacobs
  o Recruitment for Math and Science Education
    • Facilitated by Elaine Franklin
  o Inductions in General
    • Facilitated by Janice Holt
• Janice explained the breakout sessions will occur during lunch and that there would be no sessions after lunch. The goal is to be finished before 1:00 pm.
• Another objective is not to overwhelm the taskforce with university people. We are looking for ways the university can improve the demand for teachers, not show off things the university has done over the year.
• Planning should be easier this year. Directors need to hold the date on their calendars.

Meeting with Arts and Sciences

• Janice informed the group that she and Elaine had been meeting with faculty from the College of Arts and Sciences to discuss ways they can be more involved with the recruitment of teachers.
• Currently, they are looking at ways to improve secondary education programs.
• Janice announced that a possible task force would be created for recruiting math and science teachers.

Brainstorming recommendations for University Supervisors to direct support for Technology Portfolios

• Not all programs currently have classes on the technology portfolios.
• Jackie suggested having specified people at the University be assigned to help students. This would ensure that each student was getting not only correct information, but consistent information.
• Renee said that helping submit the portfolio and imputing information into it is the responsibility of the new Assistant to the Dean for Technology and Curriculum. She also told the group that Taskstream has detailed instructions for posting each section of the portfolio. Also with Taskstream they will be able to work on their portfolio throughout their four years because they can save and delete items.
• Janice said that they should receive training before their senior year. This will allow them to be able to work on the portfolio continuously over a long period of time.
• Barbara suggested faculty provide examples of class work that could be used in the portfolio. By providing examples, students have a better understanding of what material they can use.
• Jackie added that all programs need to be consistent. Currently the elementary and middle grades students get more support for their technology portfolio than secondary students.
• The group made these final recommendations:
  o Post a list on Taskstream of who the support providers are for each academic program.
  o Inform students earlier about the requirements within the portfolio.
  o Encourage faculty to point out examples of class work that could be used in the portfolio.
Visiting Scholar

- Ruth brought in a copy of an e-mail that was sent to the WCU community about inviting visiting scholars to campus. She suggested bringing someone to campus to speak to education majors about diversity. The e-mail explained it was possible to receive up to $2000.00 in funding through the visiting scholar program. She opened it to the group for discussion and suggestions.
- Renee suggested having the speaker in the fall. With Rural/Urban Exchange in the spring, having a diversity speaker in the fall would spread out diversity programming.
- The group agreed a diversity speaker was a good idea. E-mail Ruth with any suggestions for a possible speaker.

The meeting adjourned at 2:25 p.m.

Important Dates:

Break by the Lake – September 29
Teachers of Tomorrow Day – October 10
NC Teach State Advisory Board Meeting in Cullowhee—October 12
Chancellor’s Task Force - October 13
Next CEAP Meeting – October 13
Guidance Counselors’ Program on College Access – October 17
Pathways to Literacy – November 2-3
Passages Faculty Technology Retreat – November 3-4
Issues in Rural Education Conference – November 14