College of Education and Allied Professions Leadership Council

The CEAP Leadership Council met on Wednesday, January 9, 2013, at 9:00 a.m. in Killian 202.


Members absent: D. Grube, K. Ruebel

Others present: M. Rompf

Minutes: Motion and second to approve the minutes dated 12/12/2012 passed unanimously.

Announcements

Dale announced that Kim Ruebel and Dan Grube are attending an IHE meeting in Charlotte today. This meeting is the most western location of IHE meetings being held in the state.

Dale welcomed Dave Strahan to the Leadership Council. Dave has accepted a new role as the Director of School Relations with TRACS. Dale announced that TRACS will recruit an additional academic advisor and Steve Wargo has been moved to permanent status.

Lee announced that the current webpage numbering process will move to names which will be selected by web services. This is being done in advance of the vendor change. Lee also mentioned that faculty and staff email storage is expected to move off-site in order to increase capacity.

Dean’s Report

- Educators’ Response to Newton CT Forum – CEAP will host an educator forum on Thursday, January 17th, in the UC multipurpose room. Faculty may invite their classes to attend.
- After School Project Update – This project is moving forward. The After School Project is expected to be held on Monday and Wednesday afternoons.
- Development Update – The CEAP golf tournament is scheduled for March. The annual phone-a-thon will also occur this spring. A scholarship has been set up to honor Steve Jones. Dale thanked council members for their support of college scholarships.
- Dale will host a Leadership Council social at his home on Friday, January 18th, 5-7 pm.

Search Committees

SPED tenure-track is in the process of interviewing candidates. The department hopes to finalize this search in January.

School Psychology has an active search. Applications are under review by the committee.

Mathematics professor position has an active search. Due to a very small applicant pool, additional advertisement has been placed in order to increase the size of the pool.

Field Experience office has been given a new position and is currently working on the job description.
Human Services has two faculty searches; job descriptions pending.

Business Items

*Continued Budget Expenditures*  

The Council approved the following budget expenses:
- Re-key Reid building
- Student Commons/Study Area Reid building
- Increase KL 108 technological capability for hybrid courses
- Computer refresh

Expenses under further consideration:
- Request facilities repair estimate for McKee graduate student area
- Additional furniture for Psychology in McKee
- Digital signage in McKee

*Assessment Day – Agenda*  

Renee reviewed the schedule for Assessment Day with the Council. The first hour will provide an overview of the day with all college membership meeting in KL 102. Light refreshments will be available in the morning. Programs will then break into smaller groups and meet in separate rooms. Room assignments are being determined. A box lunch will be available beginning at 11:30 AM. At the close of the day, the College will reconvene in KL 102 so that programs may report out to the larger group. Templates have been created in order to track accomplishments from the day and project future goal completion with targeted dates. Communications about the upcoming day will continue to be sent from the Dean’s Office.

The purpose of Assessment Day is to share and analyze program assessment data in preparation for May assessment reports. Assessment Day should also facilitate future budget needs. An optional Assessment Resource Workshop has been tentatively scheduled for March 8th which will present opportunities for faculty to explore additional tools related to assessment.

*Scheduling Budget Open Meetings for One-Time & Recurring Funding*  

The university is beginning the budget process for one-time and recurring funding requests. Departments will hold department level meetings, followed by a college-level meeting. It is anticipated that department meetings would be held in January and the college meeting at the beginning of February. Dale will provide additional information related to the timeline.

*Digital Measures*  

David reviewed a proposal for college use of digital measures with the Council. The current proposal states that use of the system for this academic year should be encouraged but optional. Beginning with the 13-14 academic year, participation/use of the system would be mandatory for AFE and post-tenure review. Digital Measures should assist in bringing to light potential information errors which are being pulled into reports. Currently, technical support for Digital Measures is available from David Onder in the Office of Institutional Effectiveness and Planning. Academic Affairs is exploring faculty assistance being provided by the Coulter Faculty Center. David, Lee and Renee volunteered to answer faculty questions. A motion and second to accept the proposal passed unanimously.
Both undergraduate and graduate students were surveyed this fall. Renee reviewed graduate student survey data with council members. There were 113 graduate students completing the survey from various programs throughout the College. The survey questions were developed using CAST standards. As an overview, positive feedback was received; although, Renee noted a negative tone in some responses which may be attributed to possible communication issues. Program coordinators have been provided with summary information of the survey. Dale asked that this data be accessible for the College. Renee will post this information on the H drive.

**Task List Status Report**

*handouts sent electronically*

**Important Dates**

Panel Discussion: *Educators Respond to the Tragedy at Sandy Hook Elementary School – Meeting the Needs of All Children in Public Schools*

6:30 – 7:45 PM, UC Multipurpose Room, Thursday, January 17, 2013

CEAP Assessment Day, KL 102, 9:00 AM-3:00 PM Friday, January 25, 2013

Peak Performer Nominations Due Friday, February 1, 2013

Botner Nominees Due Friday, February 15, 2013

CEAP Honors & Awards, UC Grand Room Wednesday, April 10, 2013, 3:30 PM

**TPR Due Dates**

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<tr>
<td>Tuesday, February 5, 2013</td>
<td>1 Yr &amp; Post Tenure Review Files Due to Dean</td>
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<td>Monday, February 11, 2013</td>
<td>Post Tenure Review Files/Report Due to Provost</td>
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<td>Friday, February 15, 2013</td>
<td>1 Yr Applications (1/3/5) Due to Provost Office</td>
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<td>Thursday, March 7, 2013</td>
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**Leadership Council Meetings**

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<td>Wednesday, January 9, 2013</td>
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Interim Dean Carpenter adjourned the meeting at approximately 11:45 am.