College of Education and Allied Professions Leadership Council

The CEAP Leadership Council met on Wednesday, January 11, 2012 at 9:00 a.m. in Killian 202.


Members absent: K. Frederick, B. Lawrence, J. Smith

Others present: M. Rompf

Minutes: Motion and second to approve the minutes dated 12/14/2011 passed unanimously.

Announcements

Dan requested department heads to submit an updated program coordinator list to him.

Lee provided the Council with an update from the IT Liaison group. IT is currently reviewing how to coordinate help desk, storage, wireless and refresh issues.

Perry announced the following nominations for 20/20 subcommittees:
- Janice Holt
- David McCord
- John Sherlock
- Russ Curtis
- Maurice Phipps
- Windy Gordon
- David Westling
- Lisen Roberts
- Enhance Community Partnerships
- Invest in Our Core Resources
- Invest in Our Core Resources
- Garner Support for Our Vision
- Enhance Community Partnerships
- Enrich the Total Student Experience
- Fulfill the Educational Needs of the State and Region
- Invest in Our Faculty and Staff

Dee invited council members to view the newly designed Office of Field Experiences web page. Additional updates will be made over the course of the spring semester. Brian is taking a new approach with supervisor/cooperating teacher orientations and is traveling to the various systems serving our students. This process has been well received. Later this week he will hold orientations in Buncombe and McDowell counties.

The Killian building renumbering has been accomplished. The new signage has caused damage to some walls which facilities will continue to repair.

Perry reminded council members that candidates for the Provost position will be on campus beginning next week. Please encourage faculty to attend the scheduled sessions. The Chancellor’s installation will be the last week of March. More information will be forthcoming.
The Council discussed first year candidate files which are due to departments on January 23rd. It was suggested that long range, digital measures may be an answer. The Council agreed that going forward faculty members within the College of Education and Allied Professions will be required to use and maintain digital measures for university reporting, including the AFE and TPR processes. Candidates going up for tenure, promotion and reappointment must update digital measures prior to the TPR process next year. AA12, vita, and a narrative statement from the candidate (if they so choose) should be submitted this year.

Dean's Report

*Update from Chancellor’s Leadership Council*  
*Perry*

University wide budget hearings will be held this year. All vice chancellors will make presentation on March 12th which will be followed by a discussion of the presentations on March 19th. Each unit within CEAP is asked to prepare a budget request which should include “one-time requests” and “new, on-going requests.” A rationale for the request related to the strategic direction of the university should also be provided. If new finding is awarded, then funding would come from enrollment growth dollars and/or tuition increases should these funds be received by WCU.

The council had a lengthy discussion on the university emergency management system. Currently there are only about 35% of students enrolled in the notification program. In the near future, WCU will change its focus so from an “opt-in” to an “opt-out” system. CEAP will move forward on the purchase of digital signage to facilitate the dissemination of information during emergency situations. This will be partially funded from the CEAP summer revenue share (approximately $223,000).

Business Items

*Website Template Update*  
*Lee*

Lee reviewed the new university template being used in some areas across the university. The Council discussed moving to the new template and agreed that CEAP would migrate to the template during the summer.

*Roll-up Item Requests*  
*Perry*

Perry reviewed the prioritized college one-time purchase list with the Council. Unit heads are asked to verify status of items not yet purchased. The Council discussed digital signage and unanimously supported this purchase. Additionally, it was discussed that an internal web page “wish list database” be established so that all college members may post to this list as ideas/needs come to mind. Lee presented information regarding a technology/use update of KL 102. The Council supported the updating of KL 102 and cited current sound performance issues which reduced effectiveness of presentations and limited the usage of the room. KL 110 has been set aside for student use and it is hoped that this will be transformed into a lounge/study area. Perry noted that during the Chancellor’s Leadership Council, it was discussed that roll-up to the university will occur in late March. It was discussed that the room used for STEM courses needed to be configured for more friendly/available equipment use by students and faculty.

Roll-up list/needs identified –
1) Update/reconfigure KL222 as more friendly for STEM use by students and faculty.
   (Add locks to cabinet for storage. Terry will provide additional information.)
2) Furniture for KL102-$40,000.
3) Update laptop carts: 30 computers - $33,000
4) Kayak/canoe-$3,000
5) BOD-POD-$50,000
6) Video monitoring system for the clinic-$20,000
7) Reid gym bleacher removal- $30,000
8) Refurbishing/updating faculty offices/spaces
9) Updating the hallway and classroom furnishings
   Perry asked departments to have discussions with faculty and staff concerning
   items/ideas for roll-up.

David updated the Council on the space that CEAP will gain in McKee building when the
College of Health and Human Sciences moves to their new building. The Psychology
clinic and possibly the Eye Tracker will move to McKee. There are eight faculty offices
which will be available. Psychology members are developing a plan and will present it to
the department. David will then review the final plan with the Leadership Council. It is
expected that members who relocate will do so in August.

Door Signs – Ideas, template

The council agreed to the following:
Faculty door signs will include: Name, Department, Program, Contact information
Suite signs: Program or Unit Name
Templates will be developed by the Dean’s Office.

Honors & Awards Due Date Reminder

- Botner Nominations due February 15th
- Peak Performer Nominations due March 1st

Task List Status Report

Dispositions Policy

A draft proposal for faculty review and discussion will be developed and occur
this spring.

Important Dates

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Ed.D. Focus Group, KL 102</td>
<td>Friday, January 27, 2012, 10:00 AM</td>
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<tr>
<td>Botner Nominations Due to Dean</td>
<td>Wednesday, February 15, 2012</td>
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<tr>
<td>Department CRDs Due to Dean</td>
<td>Friday, February 17, 2012</td>
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<tr>
<td>Peak Performer Nominations Due to Dean</td>
<td>Thursday, March 1, 2012</td>
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<tr>
<td>Department CRDs Due to Provost</td>
<td>Tuesday, March 6, 2012</td>
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<td>CEAP Honors &amp; Awards</td>
<td>Wednesday, April 11, 2012, 3:30 PM</td>
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<td>Reception and Ceremony</td>
<td>UC Grand Room</td>
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Leadership Council Meetings
Dean Schoon adjourned the meeting at approximately 11:30 a.m.