College of Education and Allied Professions Leadership Council

The CEAP Leadership Council met on Wednesday, January 19, 2011 at 9:00 a.m. in Killian 218.


Members absent:  

Others present: J. Stewart

Minutes: Motion and second to approve the minutes dated 1/5/2011 was passed unanimously.

Announcements

I. Announcements

• Dee announced that Dr. Terre Folger recently received a StateFarm Grant that will be used to assist with the Reading Practicum.
• David M. announced that David Warlick will be returning to campus on 2/4. He will be presenting in the morning to college students, faculty, and staff, followed by a university-wide presentation in the afternoon.
• Elaine announced that the Literacy Across the Curriculum conference/workshop will be held on February 25.
• Jackie announced that the Teaching Fellows/Sophomore Leadership Conference held on January 7 and 8, in spite of the inclement weather, went very well.
• Jackie provided a list of finalists for teaching fellows scholarships and announced that the recruitment day/open house for these students will be held February 5. More finalists have selected WCU as their top choice than ever before. Five hundred students will receive the scholarships statewide.
• Dee provided the council with an early field experiences document that EMGE will begin using to track early field experiences. He requested that the council forward any suggestions or thoughts to him regarding this document. He will be meeting with Gwendoline and Janice to formulate a process for these placements in the near future.

II. Dean’s Report

• Adjusting the Program Prioritization Timeline – Recommendations are due to the Provost on February 9th.
  ▪ Reports are due to the Dean’s Office by 2pm on January 21.
  ▪ CPP Taskforce will complete recommendations by February 3.
  ▪ Secondary program recommendations will be complete by February 1.
  ▪ Leadership Council will meet February 2 and 3 to make their recommendations. Council members were asked to bring individual recommendations to the Council meeting on 2/2.
  ▪ Leadership Council will reconcile recommendations from the taskforce, Council, and Dean on February 4.
• Faculty Contract Language+
  Perry reviewed the handout provided regarding contract language changes.

• COD Handouts
  Perry reviewed the following handouts with the Council.
  ▪ First Year Seminars+
  ▪ WCU Master Liberal Studies Checklist+
  ▪ Academics Majors and Minors+

• Example Fact Sheet+
  The Provost would like to have a fact sheet available for every program. Perry recommended beginning this project after CPP is complete.

• US News Rankings+
  Perry reviewed the handout provided with the Council. The *US News and World Report* rankings will have a significant impact on education programs nationally. Programs will be changing based on *US News*’ ranking methodology. Perry will continue to monitor future developments.

III. Theme Discussion
• Budget
  Perry announced a budget update will be given at the 1/20/2011 UNC Dean’s Council meeting. The state has asked the University for a 2.5% Reversion. Any searches for additional employees must be approved by the provost prior to hire. Additionally, all recommendations to the provost concerning reappointments will not be announced until final decisions about Program Prioritization have been made.

IV. Business Items

Missing Electronic Evidences in TaskStream  Dan
Fall 2010 was the first semester for collecting the new electronic evidences for licensure in TaskStream. At the end of the semester, there were many students missing evidences in TaskStream. These missing items are currently delaying the licensing process. Dan recommended that seminar instructors, university supervisors, and program coordinators reiterate the importance of the cooperating teacher evaluations in Taskstream. Dan also reminded the Council that the evidences need to be evaluated with a 3 or higher in order for the student to be recommended for licensure.

College Undergraduate Alumni Survey Fall 2010  Renee
Renee provided the results from the undergraduate alumni survey and reviewed them with the Council. The survey went out to alumni from 2005 – 2010.
For Information:

- Advising Survey
  Renee advised that we do not currently have a regular assessment tool in place for our advising process. With TRACS coming online, faculty advising has a new definition as TRACS takes over the administrative pieces of the process. This topic will be discussed in the Assessment Committee meeting next week.

- Employer Survey
  We have not been receiving the data collected by the state on employers. Perry recommended that we delay this discussion until after the NCATE conference.

- Assessment Committee and Assessment System Changes
  The committee has been discussing and approving changes. The process is going well.

  Peak Performer Nominations *
  Perry
  Due 2/1. Guidelines have been provided.

  Reminder: Department Botner Nominees Due 2/1/11
  Perry

---

**Task List Status Report**

| Dispositions Policy | Dan |
| Field Placement Guidelines | Gwendoline |
| Faculty Load Re: Visiting Intern Is and IIs | Department Heads |
| Program Admission Requirements Review | Dan/Dept Heads |
  - Review completed by August 2nd

*Handouts-sent electronically*

---

**V. Important Dates**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, February 1, 2011</td>
<td>Dept. Botner Nominees Due to Dean</td>
</tr>
<tr>
<td>Thursday, February 3, 2011, UC Multipurpose</td>
<td>Beginning Teacher Mid-year Induction Symposium</td>
</tr>
<tr>
<td>Friday, February 25, 2011, UC</td>
<td>Literacy Conference w/Guest Speaker Katie Ray</td>
</tr>
<tr>
<td>Thursday, March 3, 2011, Blue Ridge Conference Rm/UC</td>
<td>Middle Grades Teachers of Tomorrow</td>
</tr>
<tr>
<td>Wednesday, April 13, 2011, 3:30 PM, UC Grand Room</td>
<td>CEAP Honors and Awards Ceremony</td>
</tr>
<tr>
<td>Monday, April 18, 2011, 11:45 AM, KL 104</td>
<td>Dean’s Appreciation Luncheon</td>
</tr>
</tbody>
</table>
College Meetings:
Monday, February 21, 2011, 10:00 AM, KL 104  CEAP College Meeting

TPR Dates:
February 1, 2011  3-5 YR Reappointment Files Due to Provost
February 7, 2011  1st YR Reappointment Files Due to Dean
February 7, 2011  PTR Files Due to Dean
February 21, 2011  1st YR Reappointment Files to the Provost
February 21, 2011  PTR AA12 Due to Provost

10-11 Leadership Council Dates:
Wednesday, January 19, 2011, 9:00 AM       Wednesday, February 2, 2011, 9:00 AM
Wednesday, February 16, 2011, 9:00 AM     Wednesday, March 9, 2011, 9:00 AM
Wednesday, March 23, 2011, 9:00 AM        Wednesday, April 6, 2011, 9:00 AM
Wednesday, April 20, 2011, 9:00 AM        Wednesday, May 4, 2011, 9:00 AM
Wednesday, May 18, 2011, 9:00 AM          Wednesday, June 8, 2011, 9:00 AM

Dean Schoon adjourned the meeting at 11:30 AM.