College of Education and Allied Professions Leadership Council

The CEAP Leadership Council met on Wednesday, February 20, 2013, at 9:00 a.m. in Killian 202.


Members absent: K. Corzine

Others present: M. Rompf

Minutes: Motion and second to approve the minutes dated 2/6/2013 passed unanimously.

Announcements

David S. announced that lunch meetings to discuss partnership initiatives are currently being held. The next meeting is scheduled for Wednesday, March 6th, at noon, following Leadership Council. Dave invited council members to attend.

Dean’s Report

Dale reported and shared information with the Council regarding Academic Affairs’ budget hearing which was held yesterday. In consideration of requests presented by the other colleges, Dale asked the Council for feedback on submitting the top five or six CEAP items from each list (recurring, one-time, university) and removing the rest of the items from consideration.

At the Council of Deans meeting, the possibility of a reversion this year and a 2% permanent reduction were mentioned. More information will follow should this develop further.

Search Committees’ Update

- Marissa announced that Kelly Kelley will join the STL as a tenure-track faculty member for the Special Education program, August 2013.

- STL has offered the tenure-track faculty position in mathematics education to Holly Pinter who has accepted the position effective August 2013.

- The Office of Field Experiences instructor position was posted yesterday. Two applications have been received.

- Dale B. reported that the two distinguished professor positions have received only a few applications. Council members are asked to share the job descriptions with others who may be interested in these professorships. The HR position has received several applications and is currently waiting for the position to meet its posting requirement in order to proceed.

- The TRACS advisor position is posted and will close on February 26th.
Business Items

**Good News Awards – How to handle new & recurring grants?**

*Dale*

The Council discussed the awarding process for multi-year grants and decided that it is appropriate to acknowledge the grant during the award year; whereas, subsequent grant years for the same grant award would not receive an award at future honors and awards celebrations.

**ACTION ITEM:** At a future Leadership Council meeting, CEAP will invite a representative from grants to discuss grant initiatives and opportunities.

**Peak Performer Nominations Guidelines**

*Dale C.*

Dale asked the Council to discuss the Peak Performer process and guidelines. Marissa, Terry and David S. volunteered to review the existing guidelines and make recommendations to the Council related to the process and guidelines. The Council further discussed and agreed unanimously to support the current Human Services nomination based on past practice. The School of Teaching and Learning will meet to narrow its 3 nominations down to one. The STL nomination is due to the Dean by March 1st.

**College TPR process for Applications (1, 3, 5 yr candidates)**

*Dale C.*

The CEAP Collegial Review Committee’s (CRC) work has been completed for 2012-2013. At the request of the CEAP CRC, Dale C. brought the following recommendation forward to the Council for discussion:

- Eliminate college-level review of 1st, 3rd and 5th year candidates who are submitting applications only. Those submitting dossiers in the 1st, 3rd, and 5th years of tenure by personal election or administrative review, of course, would be and are required to be reviewed by the College committee.

Dale made a motion to the Council to eliminate the college-level review of 1/3/5 year candidates submitting applications. This motion passed unanimously. Dale noted that the department collegial review committees did their work. All department decisions were upheld by the Dean.

**AFEs – Faculty/Dept Heads – Due Dates (Digital Measures)**

*Dale*

As a reminder, faculty will be encouraged this year to use Digital Measures as a part of the AFE process. Next year, use of Digital Measures will become a requirement. Faculty information is typically due to department heads by March 31st but may vary by department. Department heads are also expected to supply AFE information to the Dean. Signed copies of all faculty AFEs are to be provided to the Dean’s Office.

**I-pads / Push Email**

*Dale*

Dale asked the Council to discuss whether or not the College should offer to pay for push email for college members. There is a possibility that push email will automatically be available later this summer. The Council decided to revisit this discussion once more is known about the new email system.

I-pads have been purchased for various activities/uses throughout the College. Dale asked the Council for feedback regarding how to manage the process of purchasing I-pads in order to meet our mission. Lee explained that we have two carts of 30 laptops for classroom use. There are 10 I-pads available for faculty check out. I-pads have been ordered to coordinate with the
pilot Teachscape program. Dale asked council members to continue to make recommendations to him about I-pads.

**ACTION ITEM:** Dale asked council members to begin thinking about space assignments for discussion at a future Leadership Council meeting. Should rank and seniority be the driving factor in office assignment or should use and considerations related to student interactions take precedence? This topic will be added as an agenda item at a future council meeting.

**Course Scheduling: Summer and Fall 2013—Gateway and Liberal Studies**  
Kim

There were a few issues early on which have been addressed. Kim reported that things are going very well overall. Concerns related to placement of some programs could be addressed through the updating of room attributes. There are a few instances of difficulty in course placement related to small class size and use of a larger room based on location convenient to course required equipment. It was noted that space utilization is reported to General Administration and is reportable to the Legislature. Dale also reminded council members that if “deals” (room changes) are made after the running of course schedule, updates must be reported and visible in R25 for security purposes.

**Enrollment in Education and Allied Professions for last Five Years**  
Renee

Renee reviewed 5 year enrollment data which is also available on the H drive.

Renee announced that the Assessment Committee met yesterday. Renee brought forward the following committee’s recommendation: set up two ad hoc committees in fall 2013 to look at issues noted from the graduate satisfaction survey. One committee will look at graduate advising and the other will look at graduate communication issues and inconsistencies. A motion and second were made to move forward with these committees in the fall. Motion passed.

**ACTION ITEM:** Add to next agenda, discussion: direction of the college website.

**Climate Survey**  
Renee

Based on the work of the Assessment Committee, Renee reviewed a proposed faculty and staff survey climate survey designed to assess college operations and communications. The data received would be compiled and reviewed by the Leadership Council. The length of the survey was discussed and a suggestion was made to split up the survey over two years. This year college members will be asked to respond to survey questions related to college leadership and department leadership. The other two survey sections (program and peers) will be administered next year.

**Proposal: Multiple college meetings during semester**  
Lee/David S./Kim

A conversation has taken place that there should be more opportunities to share what we have available as resources within the College similar to the Technology "Gallery Walk".

- On February 15th, there were 10-12 attendees at the BK Program/Voice Thread workshop.
- On March 8, 1-4, an Assessment Workshop will be offered to college membership with 4 breakout sessions: Optimizing Task Stream, NC Falcon, Teachscape, Where do I find data?
EDCI 201  Terry/Dan
A question has been raised as to the possibility of designating sections of EDCI 201 for specific majors. The Council discussed the pros and cons of specified courses versus a global course that crosses programs.

Computer Refresh/Replace Policy  *  Kim/Lee
Lee reviewed the proposed computer refresh plan with the Council. Those who are on the plan to receive a new computer have been contacted in order to determine needs. CEAP expects to replace approximately 27 replacement computers needed this year.

* electronic handout

Task List

Peak Performer Guidelines Review/Recommendations  Dave/Marissa/Terry

Important Dates

Good News Recipient Names Due  Friday, March 8, 2013
CEAP Honors & Awards, UC Grand Room  Wednesday, April 10, 2013, 3:30 PM

Leadership Council Meetings
Wednesday, February 20, 2013, 9:00 AM  Wednesday, March 6, 2013, 9:00 AM
Wednesday, March 20, 2013, 9:00 AM  Wednesday, April 3, 2013, 9:00 AM
Wednesday, April 17, 2013, 9:00 AM  Wednesday, May 1, 2013, 9:00 AM
Wednesday, May 22, 2013, 9:00 AM  Wednesday, June 5, 2013, 9:00 AM
Wednesday, June 19, 2013, 9:00 AM

Interim Dean Carpenter adjourned the meeting at approximately 12:00 pm.