The CEAP Leadership Council met on Wednesday, April 20, 2011 at 9:00 a.m. in Killian 218.


Members absent: D. Grube, D. Brotherton, Janice Holt

Others present: J. Stewart, W. Gordon, C. Grist

Minutes: Motion and second to approve the minutes dated 3/23/2011 was passed unanimously.

Announcements

I. Announcements

Perry announced that he will not be in attendance at this year’s commencement due to a family obligation. He expressed his thanks for those who will be filling in for him.

II. Guest Speaker

Windy Gordon

Perry invited Dr. Windy Gordon to address the Leadership Council. Windy is chair of the CEAP Nominations and Elections committee. The committee has been reviewing the CEAP by-laws with regard to the reorganization and how it will affect the college’s committees. A more comprehensive explanation of the changes is available for review in the Dean’s Office. The following recommendations were presented to the council for approval:

- Amendment 1: The Administrator Evaluation committee has been removed (as previously addressed by the college at large). *Passed unanimously by the Leadership Council*
- Amendment 2: V. 2.2 Clarification of membership and when the membership determinations will be due to the Dean’s office. *Passed unanimously by the Leadership Council*
- Amendment 3: V. 4.2: Clarification of election procedure. *Passed unanimously by the Leadership Council*
- Amendment 4: V. 5.2: Clarification of election procedure. *Passed unanimously by the Leadership Council*
- Amendment 5: V. 6.2: Clarification of election procedure. *Passed unanimously by the Leadership Council*
- Amendment 6 and 7: Deletion of Administrator Evaluation Committee and renumbering of subsequent sections. *Passed unanimously by the Leadership Council*
- Amendment 8: V. 7.2: Clarification of election procedure and membership. *Passed unanimously by the Leadership Council*
- Amendment 9: V. 8.2: Clarification of election procedure. *Passed unanimously by the Leadership Council*
- Amendment 10: V. 8.3: Clarification of appointments. *Passed unanimously by the Leadership Council*
- Amendment 11: V. 8.3: Clarification of staggered terms of service. *Passed unanimously by the Leadership Council*
• Amendment 12: V.9.1: Clarification of membership. *Passed unanimously by the Leadership Council*
• Amendment 13: V.9.2: Removal of membership definition from terms of service. *Passed unanimously by the Leadership Council*
• Amendment 14: Clarification of single nomination elections. *Passed unanimously by the Leadership Council*
• Amendment 15: V.14.2: Clarification of membership and election procedure. *Passed unanimously by the Leadership Council*
• Amendment 16: V.14.3: Clarification of appointment and election timeline. *Passed unanimously by the Leadership Council*
• Procedural recommendations: The committee recommended a full election to all committees of members. With the full election it will be necessary to create staggered terms of service. After the initial terms all newly elected members will begin 3 year terms. *Passed unanimously by the Leadership Council*

The LC offered its appreciation to the Nominations and Elections committee members for their hard work on this project.

### III. Dean’s Report

Perry covered the following the points in the Dean’s report to the Leadership Council:

- The General Assembly hopes to be reconciling the budget by June 1.
- The Education Subcommittee’s recommendation to the General Assembly has dramatically reduced Graduate Student support.
- At this point, it appears as though the 15% scenarios that have been submitted will be sufficient to cover the anticipated budget cut that will be handed down by the General Assembly.
- CEAP’s budget reduction target came to a total of almost $800,000.
- Workload principles are currently being developed by the Provost office.

### IV. Business Items

**Recap of Honors and Awards**

Jackie/Heath announced that the Honor and Awards ceremony will be coordinated by Heath Nettles next year. Jackie led a discussion on this year’s ceremony. The Leadership Council offered the following feedback:

- Invite donors to be a part of the ceremony presentations.
- Presenters should give a description of the awards (1 minute or less) during the presentation.
- Possibly, combine the recognition of all of the absent recipients at the same time.
- The stage may have aided in controlling the flow of the recipients during the presentation.
- Should all of the students sit together in the front?
- The Grand Room seemed too large since the OPTs were not included in the ceremony.
- The program layout worked well.
- The ceremony does not need to be further streamlined, but could be lengthened by 20-25 minutes without becoming overly long.
NCTQ Information Requests
Perry
Perry announced that NCTQ is collaborating with US News to rank Colleges of Education. We were asked to submit information via a website, but elected to not participate. NCTQ has since presented the university with an open records request. Perry directed the council to log every minute of time spent on this project. Renee will be coordinating the delivery of this information. Perry has directed the council members to supply as much information as possible in answer to this request.

Summer Vacation Schedule
Perry
Perry asked the council members to forward their summer vacation schedules to the Dean’s office.

Independent Contractor Agreements
Perry
Must be submitted a minimum of 7 days prior to work being performed

CEAP News Portal Demo
Lee
Lee provided the council with a demonstration of the new CEAP News Portal. The portal will post news, deadlines, etc. to the website, Twitter, and Facebook with a single entry. Please send your news to Lee for distribution. The portal will go live in the near future.

SACS Qualifications for Distance/Online Course Delivery
David C.
SACS defines a distance course as any course where the majority of instruction takes place when the students and instructor are in separate places. SACS also requires that instructors verify the identity of the student that is receiving credit for a course as the student that is actually participating in the course. The council agreed that this discussion will need a more in-depth look at a later date.

Director Evaluations
Perry/Directors
Perry asked to speak with the Directors immediately following the council meeting.

Task List Status Report
Dispositions Policy
Field Placement Guidelines
Faculty Load Re: Visiting Intern Is and IIs
Program Admission Requirements Review
• Review completed by August 2nd

*Handouts-sent electronically

V. Important Dates

Thursday, April 28, 2011, KL 104, 3:45 PM OPT Ceremony

Leadership Council Meetings
Wednesday, April 20, 2011, 9:00 AM
Wednesday, May 18, 2011, 9:00 AM

Wednesday, May 4, 2011, 9:00 AM
Wednesday, June 8, 2011, 9:00 AM

Dean Schoon adjourned the meeting at approximately 11:00am.