College of Education and Allied Professions Leadership Council

The CEAP Leadership Council met on Friday, July 1, 2011 at 10:00 a.m. in Killian 218.


Members absent:  None

Others present:  M. Rompf

Minutes:  Motion and second to approve the minutes dated 6/8/2011 passed unanimously.

Announcements

1. Announcements

   Dialogues with Native Science Pioneers will take place August 4-5, 2011. Flyers were distributed and should be posted in college units. Please share this information and encourage participation.

   Creativity Camp is on campus this week. There are 77 participants and 36 teachers engaged in this year’s activity.

   CEAP main webpage will be updated relative to the reorganization on Tuesday, July 5th.

   The School of Teaching and Learning (STL) and the Human Services Department (HS) have begun to move phones lines and update web pages. The department phone numbers are: 7108 for STL and 7310 for HS. Both Dee and Dale encouraged council members to communicate with both department administrative assistants in their respective units so that all administrative assistants have the opportunity to learn components of newly added programs. Dee and Dale remarked about the collaborative efforts of all who have worked to make this transition happen.

   Perry thanked the department heads for their leadership during the reorganization process. Independently, each department head stepped up in myriad ways to welcome incoming faculty to their unit and assist in a smooth transition.

   Perry welcomed new council members and encouraged their guidance and input in council meetings.

2011-2012 focus of the Council and the College:

   • Define ourselves - Incorporate new department members from the reorganization in the process of establishing/defining the goals, mission and culture of the independent department/school
   • Take the next step – close the loop on program prioritization and resource allocation by developing a three year plan for growth (i.e. filling positions based on a defined plan for resource allocation)
• Internationalization of Programs – this will be the charge to the college diversity committee this academic year
• Develop a mechanism for data driven decisions – Renee and Perry will work together to develop a mechanism
• Scholarship – Be a college that has impact. Faculty conversations will be held throughout the year to define what it means for CEAP to make a difference.

Perry reported that the College of Business is exploring the opportunity to bring an Early College/Hospitality and Tourism program to WCU. CEAP would have a tie-in to the program based on faculty preparation of high school instructors.

II. Dean's Report
• 2011-2012 Budget
  • Final budgets are unknown at this time
  • Total anticipated give back is $794,177 for CEAP
  • Part-time adjunct dollars reduction will be approximately $20,000 at this point in time
  • Project value dollars will be cut in half (approximately $25,000 reduction)
  • CMSE state operating expenses will be given up
  • Budget/fund realignments based on reorganization will occur across and impact all units. Please note the following:
    o Limit initial spending to instructional needs
    o Dean will meet with appropriate unit heads overseeing budgets to discuss allocations
    o Field Experience budget will roll into supervising unit.

• Year End/Summer School
  o Some of the College’s year-end purchases will be paid for in the 2011-2012 budget.

III. Business Items

Scholarship Process Update
Jackie
Jackie provided council members with a packet of scholarship information that provided scholarship eligibility criteria. Since this year is a pilot year, there will be a parallel process, electronic (using Google docs) and hard copy. Applications will be sent to department liaisons and department heads for review in December.

Annual IT Computer Fee
Perry
The annual computer assessment fee for the 10-11 academic year was paid by the Provost. In 2011-2012, the Provost Office will pay 75% and the College will pay 25%. Lee will review the College inventory list for accuracy.
Program Prioritization-Faculty Committee to Evaluate Tiers?? Hold  Perry
CEAP is waiting further guidance from the Council of Deans and Provost regarding how program prioritization will take place in 2011-2012

Graduate Program Enrollment (spreadsheet)  Perry
Perry distributed current graduate enrollment sheets, reflecting enrollment from the same point in time last year to this year. Perry noted that there is low enrollment in the comprehensive education program and the MSA program shows a reduction in enrollment.

Chancellor’s Installation Committee  Perry
- By 7/11, submit 4 names for selection pool - must include:
  1. Dean or Associate Dean
  2. Department Head – Dale Brotherton
  3. Faculty Member – please submit names to Perry
  4. SPA Staff Member – the Leadership Council nominated Amy DeLorm. Dee will confirm Amy’s willingness to serve if selected.

AA12 with Summary Statements/Department Heads  Perry
The requirement to write a candidate summary statement has been eliminated. Perry has asked department heads to include this information on the AA12 in the department head section.

11-12 Committees  Perry
Council members reviewed a college list of committees and will provide names by August 1st or no later than shortly after the opening department meetings.

Several council members noted that members within their units have expressed a feeling of disenfranchisement by the college election. The council discussed and determined that a college-wide poll by email would provide the college membership with the opportunity to voice opinions.

Directory Signs  Perry
New directory signs have been ordered for the College and are expected to be received prior to the beginning of the fall semester. These signs conveniently allow for units to make update to rosters and/or directory information as needed.

Jamaica Expenses  Perry
Perry asked the council if classroom needs for Jamaica courses held on campus should be paid for by the College share of summer funds. The council discussed that consumables could be purchased using E & T funds and by collecting a course related fee. Regarding the question of supplemental books, the council recommended that the special topic course become a regular course. CEAP will reimburse these expenses this summer; however, the council charged departments to handle these expenses going forward within the administrative guidelines of the university.

REMINDER: Processing of Independent Contractor Agreements/Travel  Perry
- Independent contracts must be received and signed by the Dean prior to services being rendered.
Travel reimbursements continue to require pre-approval, including that of the Provost Office.

Reorganization Follow-up
Perry
Perry asked the council to provide feedback as to where the Office of Field Experiences should report/reside as a result of the reorganization. Several members expressed that it appears to be a natural fit for Field Experiences to join the School of Teaching and Learning and would allow for open dialogue/inclusion of Field Experiences in the STL meetings. In conclusion of the discussion, Perry affirmed that Field Experiences will join the School of Teaching and Learning. An announcement will be sent to the College.

Student Lounge
Perry
Perry has asked Kurt to pull together a group of students to make recommendations as to what they would like to see in a student lounge. Perry asked the council for their input about having a student lounge in Killian. The council endorsed this idea and it was also suggested that resources and supplies may be included. Kurt will lead this effort and report back to the council.

Kappa Delta Pi
Perry
Perry has asked department heads to seek a faculty sponsor for the organization/honor society.

Days Out of the Office
Perry
Direct reports are to submit a monthly list of days out of the office, noting reason.

Staff Professional Development Opportunities
Perry
The College will seek to provide funding for staff professional development opportunities. Unit heads should explore interests/opportunities with staff members.

Director Assessment Plan Reports 11-12
Perry/Director
Perry met with the Directors to discuss assessment plan reporting for 2011-2012. Renee will follow-up with Melissa regarding the current report template and recommends that future reports are designed to meet NCATE reporting standards.

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

IV. Important Dates
College Meeting, KL 104  Wednesday, August 17, 2011, 10:00 AM
College Meeting with Registrar’s Office, KL 104  Friday, September 9, 2011, 10:00 AM

Leadership Council Meetings
Friday, July 1, 2011, 9:00 AM
Wednesday, August 10, 2011, 9:00 AM
Wednesday, September 7, 2011, 9:00 AM
Wednesday, October 12, 2011, 9:00 AM
Wednesday, November 9, 2011, 9:00 AM
Wednesday, December 14, 2011, 9:00 AM
Wednesday, January 25, 2012, 9:00 AM
Wednesday, February 22, 2012, 9:00 AM
Wednesday, March 21, 2012, 9:00 AM
Wednesday, April 25, 2012, 9:00 AM
Wednesday, May 23, 2012, 9:00 AM
Wednesday, June 20, 2012, 9:00 AM

Wednesday, July 20, 2011, 9:00 AM
Wednesday, August 24, 2011, 9:00 AM
Wednesday, September 28, 2011, 9:00 AM
Wednesday, October 26, 2011, 9:00 AM
Wednesday, November 30, 2011, 9:00 AM
Wednesday, January 11, 2012, 9:00 AM
Wednesday, February 8, 2012, 9:00 AM
Wednesday, March 7, 2012, 9:00 AM
Wednesday, April 11, 2012, 9:00 AM
Wednesday, May 9, 2012, 9:00 AM
Wednesday, June 6, 2012, 9:00 AM

Dean Schoon adjourned the meeting at approximately 12:15 pm.