College of Education and Allied Professions Leadership Council

The CEAP Leadership Council met on Wednesday, July 25, 2012, at 9:00 a.m. in Killian 202.


Members absent:  J. Stewart

Others present:  M. Rompf

Minutes:  Motion and second to approve the minutes dated 7/11/2012 passed unanimously.

Announcements

Dan announced that a middle grades education scholarship has been established in honor of Beth Tyson Lofquist’s service to the university.

Lee announced that the job review for the support position for Instructional Technology is complete and the position should be posted shortly.

Dale B. announced that Paula Carnes-Ashe will join the Human Services department as the Administrative Support Associate.

Dan announced that Dr. Lynn Knight has been hired into a one-year, fixed term faculty position in the Special Education program in the School of Teaching and Learning. There are two instructional positions being recruited: a one-year term, fixed-term HPE and, a one-year, fixed term Health (liberal studies). STL hopes to fill these positions prior to the start of the semester. STL’s department office has moved to Reid 100. In order to provide STL faculty in the Killian building with administrative support, the department will maintain an auxiliary office in Killian (former STL department office). Marissa Ray and an administrative support associate (to be recruited) will occupy the auxiliary department office. Mary Beth Decatur, the new Director of Field Experiences, will begin August 1st.

Lee announced that Red Dot will go away; although, this should be seamless.

David announced that a scholarship for Psychology students has been funded in honor of Hedy White.

Dean’s Report

Dale C. is continuing to visit area superintendents. These one-on-one meetings allow for candid discussions; during which, it has been noted that the competition and choices available for students entering higher education programs have never been greater. Superintendents are interested in hearing about our Ed.D. program and what is happening at WCU. At each meeting, Dale is discussing the renewal of our partnership agreements.

A new co-hort in Mandeville will begin soon; although, the enrollment numbers are lower than in the past. Dale asked the Council to remind faculty that to the extent possible, we want to
encourage folks to be on campus during the first week of school in order to collectively address student needs.

Dale just returned from chair training for NCATE/CAEP. The common theme discussed is assessment and the need to acquire good data. National recognition will only be received through national reporting versus state reporting.

**Business Items**

*Committees*  
Dale  
Committees are surveyed on a rotating basis. Renee noted that when surveying the Curriculum Materials Committee those surveyed remarked that this committee had not met in at least one or more years. The Council discussed the purpose and assessed the need for this committee. Three options were explored: disband committee, ad hoc committee to PEC, or turn over to STL. A motion was made for STL to take over this responsibility and for STL to determine processes going forward.

*Electronic Fact Sheets*  
*Dale*  
The College has been asked to update program fact sheets by publications and supply this information to the Office of Admissions. The Council discussed that this request was presented in the past and noted as optional. CEAP has updated program information on website pages. More information will be garnered regarding this request before proceeding.

*Assessment Day*  
*Dale*  
CEAP is planning to implement a series of items related to assessment, one being to hold an Assessment Day in place of the winter college meeting, Friday, January 11th. The concept would be to provide an opportunity to share data gathered from the prior Spring and Fall semesters, both college-wide and programmatic. Following the assessment day, program faculty and committees would meet during the spring to discuss the data and address noted concerns. Dale asked the Council for input. Additional details will be worked out before moving forward and this discussion will continue at the next Leadership Council meeting. Council members are asked to think about Assessment Day and Advisory Boards.

*Project Value*  
*Dale*  
The Council discussed uses of project value funds. Psychology used these funds to support faculty conference presentations and mini-grant opportunities for research projects. Human Services used the fund to support faculty travel for presentations. This year Human Services plans to involve program directors in the decision making and allocation process for project value funds. The School of Teaching and Learning has a committee which reviews requests for travel/presentations. In addition, the School requires faculty to apply for Chancellor Travel funds in coordination with department requests.

*CEAP College Meeting with Chancellor and Provost*  
*Dale*  
The Chancellor and Provost will meet with CEAP on Wednesday, October 24th, 2:00 PM in Killian 102. Please encourage faculty and staff to attend.

*Faculty Names for Selection Pool-Luncheons w/Chancellor*  
*Dale*  
Departments are asked to submit a list of faculty names for periodic luncheons that will be held by the Chancellor. Send to Dale, copying Mary, by Friday, August 3rd.
Board of Trustees Updates Dale
Each unit has been asked to submit a 3-4 item bulleted list of departmental informational items for the next Board of Trustees report. The Council discussed that current information about the college is available in the new section of CEAP’s website. Additional items, other than those listed on the College website, should be submitted to Dale, copying Mary, by Wednesday, August 8th.

Opening of School Refreshments Dale
Please sign up for items in following categories with Lydia:
1. Sweets/Chocolates
2. Fruit
3. Non-sweet or fruit snack
4. Drinks (dean will supply paper products, cups, ice)

Update of Approved Licensure Programs * Kim
Kim reviewed the current list of approved licensure programs with the Council. The list now includes school social work.

Kim discussed with the Council that current college policy does not include a minimum course grade requirement in the course major, professional education sequence, or second academic sequence. Currently, there is only a GPA requirement in place although some individual programs do have a “C” or better requirement. Kim also brought forward the lack of a college licensure policy. The Council discussed that if a policy were developed, then should it be written to address a time requirement from program completion to application or should there be a requirement related to meeting current curriculum requirements at the time of application? Dale suggested that a beginning step would be to complete a survey of system institutions.

Kappa Delta Pi Jackie
Jackie provided an overview and informational sheet to council members regarding the Kappa Delta Pi (KDP) student honor and professional organization. The Council discussed continuation of the Chapter in relationship to potential benefits related to providing professional opportunities, interest/support for the organization, and whether or not the organization should continue. A motion was made to not continue the Kappa Delta Pi chapter at WCU due to current inactivity, lack of student interest and other currently available outlets for student activity. The motion passed to discontinue the sponsorship of KDP on Western’s campus.

Botner Conference Room Policy Update * Lee
Lee put forth a policy revision regarding the usage of Killian 102 which would allow for an employee of WCU to request use of KL102 and then designate an approved designee (non-employee) to be on-site during the event. A motion was made to accept the policy update and to monitor the policy throughout the year. Motion passed.

Task List Status Report

Important Dates
WCU Opening Assembly, Bardo Performing Arts Wednesday, August 15, 2012, 8:30 AM
CEAP Opening Semester Meeting, KL 102 Wednesday, August 15, 2012, 1:00 PM
CEAP College Mug w/ Chancellor Provost, KL102  Wednesday, October 24, 2012, 2:00 PM
CEAP Honors & Awards, UC Grand room  Wednesday, April 10, 2013, 3:30 PM

Leadership Council Meetings

Wednesday, July 25, 2012, 9:00 AM  Wednesday, August 8, 2012, 9:00 AM
Wednesday, August 22, 2012, 9:00 AM  Wednesday, September 5, 2012, 9:00 AM
Wednesday, September 19, 2012, 9:00 AM  Wednesday, October 3, 2012, 9:00 AM
Friday, October 12, 2012, 9:00 AM  Friday, November 2, 2012, 9:00 AM
Friday, November 16, 2012, 9:00 AM  Wednesday, November 28, 2012, 9:00 AM
Wednesday, December 12, 2012, 9:00 AM  Wednesday, January 9, 2013, 9:00 AM
Wednesday, January 23, 2013, 9:00 AM  Wednesday, February 6, 2013, 9:00 AM
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

Dean Carpenter adjourned the meeting at 12:00 pm.