College of Education and Allied Professions Leadership Council

The CEAP Leadership Council met on Wednesday, September 7, 2011 at 9:00 a.m. in Killian 218.


Members absent: 

Others present: M. Rompf

Minutes: Motion and second to approve the minutes dated 8/24/2011 passed unanimously.

Announcements

Janice reminded the Council that WCU on Tour brochures should be brought to the TRACS Office today.

Dee recognized the members of the college who stepped up to help coordinate Office of Field Experiences opening semester responsibilities. Their efforts went above and beyond the call of duty. He has personally thanked these individuals and recognized these efforts publicly today.

Dan reminded council members to be sure to submit registration forms for open house. A recent email was sent via email requesting departments and programs to register.

Kurt reminded the Council that the Global Poverty project presentation is this evening. Residential living will host an event for students and faculty to meet informally on Thursday, September 29th. First-year education majors in the living-learning community will be invited. Residential living has offered to expand this opportunity to all teacher education majors; however, based on the time frame the Council felt that this event should be open to first year students. Future events could be expanded to all teacher education majors.

Jackie announced that the Teacher of the Year speaking engagement has been scheduled for October 20th in the Blue Ridge conference room. This will be a great opportunity/event for all teacher education students.

Guest Speakers- Beth Tyson-Lofquist, Mark Lord – TPR Process

Beth and Mark began a conversation with the Council regarding changes in the TPR process and responded to questions from the Council. It was noted that collegiality is an understood requirement, whether or not it is written in department collegial review documents. If a candidate is not contributing to the work of the department or bullying others, it must be substantiated. If someone is not recommended based on collegiality, this should be noted on the AA12 and should have been noted in the AFEs. It is important that where the information is known, appropriate decisions should be made. If there is negative information, then department heads should be providing documentation. Committee members should be charged and encouraged to bring forth all information, both positive and negative, which is pertinent to the decision-making process. The faculty handbook states that tenure is related to three areas: 1) department guidelines/criteria, 2) potentiality for future contributions, and 3) future
needs and resources of the institution. Department and college-level committee notes must be collected and maintained for three years.

**Emeritus status** – This past year, Faculty Senate discussed and passed a new process for requesting Emeritus status. A new section has been added to the faculty handbook this year which outlines the process. An AA13 has been distributed to the departments for use in requesting this action. Faculty members may choose to apply for emeritus status after retiring.

**Dean’s Report**

- **Including the AA12 Chain for TPR Candidates** – Perry asked the Council for input regarding including previous AA12s in the candidate file for submission. This is a current practice exercised by some colleges; although, it has not been formalized across the university. The Council agreed that all files, including the current TPR year, will include prior copies of previous AA12s. The Dean’s Office will provide fully executed copies of previous AA12s to the departments.

- **Candidate SCH Production History** – Perry asked the Council to discuss how to provide SCH generated production history in the candidate application/file. After discussion, it was determined that SCH production information, history and an explanation will be provided directly to the Dean with department heads using a consistent format.

- **Collegiality Follow-up** – Departments are asked to include a reference to collegiality within the department document. The Council also discussed collegiality in relationship/awareness to students which was noted as a teaching dimension (respect and rapport).

- **A&S** will have one Associate Dean going forward. Niall Michelsen will return to faculty.

- **Provost Newsletter** – The Provost Office will be sending out a copy of last year’s newsletter for reference and is requesting that articles/stories for the next newsletter are to be submitted by Monday, September 12th.

- **Requests for Differentiated Tuition and Fee Increases Due to Provost, September 23rd** – Please provide requests to the Dean as soon as possible.

- **Hiring Grant Personnel (9 months)** - Some colleges have moved to a model to hire grant personnel for nine months. Grant employees should be allowed to take their vacation throughout the grant as there most likely is grant funding available to pay out leave at the conclusion of the grant.

**Business Items**

*Honors & Awards Celebration*

*Jackie*

The Council agreed to hold the celebration on Wednesday, April 11th. Lee will assist Jackie in making an electronic autobiographical form. The OPT process will be revamped this year. Janice requested volunteers to meet and discuss the OPT process. This group (Janice, Jenny, Terry and Marissa) will meet and make a recommendation to the Council for future handling of the OPT award process.

*Committees*

*Jackie*

The Council discussed and approved condensing the student recognition and Morrill Family Scholarship into one committee. With regards to college-level and department student recognition committees and liaisons, Jackie and Marissa will review and make a recommendation to the Council.

*Additional Summer Funds Request: Digital Signage in Killian*

*Lee*
Lee discussed adding digital signage to the CEAP summer funds request list. Cost for three display boards would cost in the range of 10-15,000. Two additional items (1) I-pads for instructional use (check-out cart) and 2) a faculty software request were also presented. The Council discussed utility of the additional items, added all to the list, and ranked the items accordingly.

_Travel_  
Perry reminded the Council that although requested travel has gone through the pre-approval process, funding is not guaranteed. Funding is contingent upon availability at the time of travel.

_Retention and Graduation by Program*_  
Perry reviewed a template with the Council that was provided by IR.

**Department Heads/Associate Dean/Dean**  
*Staffing Plan Requests*  
Dept. Heads/Perry  
Department heads, Dan, and Perry will meet on Monday, September 12, 2011 at 10:00 AM to review and rank the staffing plan.

_Promotion Requests_  
Perry suggested that departments begin to assess interest with their faculty in the spring regarding their upcoming requests for promotion during the next TPR cycle.

**Task List Status Report**  
- Dispositions Policy  
- Field Placement Guidelines  
  
*Handouts-sent electronically*

**Important Dates**  
College Meeting with Registrar’s Office, KL 104  
Friday, September 9, 2011, 10:00 AM

**Leadership Council Meetings**  
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<tr>
<th>Date 1</th>
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<td>Wednesday, August 24, 2011, 9:00 AM</td>
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<td>Wednesday, September 28, 2011, 9:00 AM</td>
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Dean Schoon adjourned the meeting at approximately 12:00pm.