College of Education and Allied Professions Leadership Council

The CEAP Leadership Council met on Wednesday, October 3, 2012, at 9:00 a.m. in Killian 202.

**Members present:**  D. Brotherton, D. Carpenter, R. Corbin, M. Decatur, J. Holt, D. Grube, D. McCord, L. Nickles, K. Ruebel, M. Ray, J. Stewart

**Members absent:**  T. Rose

**Others present:**  M. Rompf

**Minutes:**  Motion and second to approve the minutes dated 9/5/2012 passed unanimously.

**Announcements**

*Program and Personnel Updates*

Lee announced that the search committee has selected a candidate for the SPA vacancy for Instructional Technology. Pending HR approval, an offer for this position will soon be made.

Janice announced that Kim Corzine has accepted the position of Director of Teaching Fellows/Special Programs effective November 1st.

Marissa, Dan and MaryBeth attended an edTPA workshop in Chapel Hill which is a performance based assessment process used to monitor teacher effectiveness, and to prepare and evaluate teacher education students. WCU has already established some similarities to this process through use of the teacher work sample. Implementation has been underway at three universities as a pilot program. Utilization of Pearson for scoring purposes was presented as an option in addition to institutions choosing to perform local scoring. Linkage to DPI and program standards is most likely expected; therefore, participating on the front-end of the program would be beneficial to WCU.

*It’s Time to be Bully Free!*

Dr. Rick Spurling, superintendent of Mitchell County Schools, will present this year’s Ron Morrow lecture: *It’s Time to be Bully Free* at 5:00 PM, October 10th, Killian 102. Please invite students and faculty to attend and hear about this important topic.

*Dean’s Report*

CEAP will host a meeting on Thursday, October 18th to discuss the UNC Teacher Education Program Preparation Effectiveness Report. Dr. Gary Henry, lead investigator, and Dr. Alisa Chapman will lead the discussion. Teacher education program coordinators from other colleges have been invited. More information about this event will be forthcoming.

McKee flooding situation has been addressed. The line has been cleared and clean-up has begun. Dale remarked on the good work and spirit of both faculty and students who have had to relocate to temporary locations. The rapid response of the university was appreciated.

Salary letters were delivered to all EPA faculty and non-faculty members last week.
Roy Scales, Rus Binkley, Dan Grube, and Marissa Ray will travel to Finland and Germany over spring break to establish international opportunities and experiences for our students.

The Provost has asked that Colleges begin planning priorities for increased funding. The Deans will identify/address universal expenditures such as IT needs and salary increases.

The CEAP newsletter will be available soon. The blinds for Killian and McKee have been ordered.

**Business Items**

*Conceptual Framework Logos*  
Lee  
Lee reviewed four sample drawings of the conceptual framework with the Council. The second drawing was selected as the official logo. Dale asked that a one-page plan document be developed for removal of the old logo and implementation of the new logo. Lee will contact Creative Services for feedback regarding implementation of this new branding. Dan, Lee and Janice offered to work on this project. Areas identified to review are: standardization of course syllabi, digital signage, web site and document presence, and formation of a committee to address the implementation of the new conceptual framework.

*Using the Funding Request Template for E & T*  
Lee  
Lee reviewed a draft document and a proposed system to manage funding requests. The goals of this system are to have a comprehensive request list for use when funding is available, allow faculty to make requests as needs are known, and increase transparency throughout the College. This system allows for flexibility of use at unit, department and college levels, and creates a perpetual list. The Council will continue discussions about use of the database at a future council meeting.

*Update on Web page CMS*  
Lee  
Red Dot will be replaced. A bid is currently in place for a new vendor. Lee asked that all units clean up web pages as soon as possible in order to facilitate the transition when the new vendor takes over. A dual system may be in place from January to April.

*Annual TaskStream Data on Student Performance*  
Renee  
Over the summer a graduate assistant assisted with compiling TaskStream data reporting for assessment purposes. Renee reviewed this data with the Council and is compiling longitudinal data in preparation for NCATE and SACS accreditation. Renee requested feedback from departments as to how they would like to receive data reporting. It was decided that data reporting would be housed on the H drive for ease of use by departments.

*MOU for Partnership Agreement with Regional School Systems*  
Janice  
In the past the College has had individual partnership agreements with the public schools. CEAP is now looking to update the agreements at the school system level. The discussion to move to a school system model was a conversation that Dale has had with the superintendents during his visits to the various partner school systems. Dale asked council members to review the draft agreement and provide feedback to Janice. The memorandum of understanding has been reviewed by WCU legal. The College is currently seeking feedback from the school systems.

Janice distributed a draft agenda for an upcoming meeting with community colleges scheduled for November 8th, 1 – 3 pm, at Biltmore Park. Various campus offices (admissions, registrar, etc.) will
participate in the meeting improve the transition process for transfer students. A community college/WCU-on-tour will happen in the spring. Please provide feedback to Janice by the end of fall break.

**Learning Community Update**
The WHEE Teach learning community has been asked to expand. If the living/learning community is expanded, coordination with residential living would need to happen soon. Janice asked the Council for feedback about increasing the size of the community to include secondary education students. A new course for these students and an international field experience offering are currently under discussion. This program is being looked at as a model for living/learning communities across campus.

**Provost/Chancellor Meeting with College**
Dale asked council members for their thoughts related to the upcoming meeting with the Provost and Chancellor that the College. The format at last year’s meeting was primarily a question and answer session. Council members may provide feedback to Dale. Please encourage participation by all college members at the upcoming meeting.

**Diversity Committee and Diversity Agenda (10:30)**
John distributed a handout to the Council on current diversity committee plans. The Diversity committee is comprised of sub-committees which address the mission and goals of the committee. The recruitment and retention sub-committee can assist with employment searches by crafting announcements which make it clear that CEAP is interested in a diverse staff and promoting ways to enhance the on campus interview process. John proposed that this sub-committee participate more actively in searches. The curriculum and instruction sub-committee has pending initiatives and hopes to be better able to plan and schedule these ideas/events for the College. Currently, the College is involved in discussions with Jackson County Schools and Cullowhee Valley Methodist Church about establishing and after school program aimed at providing homework support. John invites council members to provide feedback and appreciates their counsel and support.

**Task List Status Report**
* handouts sent electronically

**Important Dates**

- **It’s Time to Be Bully Free!** Dr. Rick Spurling, KL 102
  - Wednesday October 10, 2012, 5:00 PM
- **CEAP College Mtg w/Chancellor & Provost, KL102**
  - Wednesday, October 24, 2012, 2:00 PM
- **20th Annual Adventure Conference, UC Grand Room**
  - Friday, November 2, 2012, 9:00 AM
- **CEAP Assessment Day, KL 102**
  - Friday, January 25, 2013
- **CEAP Honors & Awards, UC Grand room**
  - Wednesday, April 10, 2013, 3:30 PM

**TPR Due Dates**

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<td>Tuesday, October 23, 2012</td>
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1 Yr Applications (1/3/5) Due to Provost Office
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Leadership Council Meetings

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Interim Dean Carpenter adjourned the meeting at approximately 11:45 am.