The CEAP Leadership Council met on Wednesday, October 12, 2011 at 9:00 a.m. in Killian 218.


Members absent: K. Frederick

Others present: J. Stewart, M. Rompf

Minutes: Motion and second to approve the minutes dated 9/7/2011 passed unanimously.

Announcements

Renee asked the Council to remind faculty to attend the conceptual framework meeting scheduled for October 21, 2011 at 1:00 p.m. in Killian 104. The School of Teaching and Learning has already had two meetings on this topic. The entire college will join the conversation on the 21st.

Lee provided the following IT updates: all demo classroom computers will be refreshed over fall break; there will be a Banner upgrade this weekend; the Coulter Faculty Center is working to develop qualtrex as the electronic process for faculty awards; and My Cat will change to signing on via username instead of 92 numbers in the spring. Additionally, wireless issues throughout campus will be addressed throughout the academic year.

Lee and Carla developed a DVD for the Teaching Fellows with a specialized color label. Units wishing to do this type of project can contact Lee and Carla. Jackie thanked Lee and Carla for their efforts.

Dean’s Report

Chancellor’s Leadership Council (CLC) – Perry and David are members of the CLC. Perry and David provided the Council with an update. The university is currently operating at a deficit of 2.6 million dollars. Auxiliary funds have been eroding. The Chancellor has challenged the Council to assist in addressing base budget issues so that the new budget year begins even. Plans that were discussed:

- reduce costs
- grow enrollment by 800 students
- improve scheduling of courses
- remove road blocks of admissions for transfer students
- raise artificial caps on program enrollment unless there is a specific accreditation requirement
- increase resident credit hours to support infrastructure
- increase tuition and fees.

Going forward high school GPA will be a consideration to admission. The overall tone and direction of the meeting is that the university will begin the next academic year without a deficit.
**Policy 41 – Adverse Weather** – Going forward in inclement weather, classes will not be cancelled. Technology should be used as an alternative method for classroom instruction. Perry asked the Department Heads to review the updated policy.

**Business Items**

*Conceptual Framework*  
Renee/Dan
At the October 5th meeting, the School of Teaching and Learning and public school partners met to discuss the conceptual framework. Following the college-wide meeting on the 21st, a Task Force will be formed to conduct research and make recommendations. This task force will be chaired by Dee Nichols.

*Awards & Scholarships/Recognition Committee*  
Jackie
Based on a prior Leadership Council discussion, Jackie and Marissa met to talk about committee composition and scholarships within the College’s new structure. The Student Recognition Committee selects general education scholarships to be awarded across the College. Departments wish to have ownership for the scholarships to award the department scholarships so there are also liaisons. There will be two committee lists; one for the recognition committee to select college level awards and one for the liaisons who communicate with the departments on department awards.

*OPT*  
Janice
Janice reviewed the OPT process with the Council. Concerns that have been noted by faculty are the GPA requirement, timing for nominations, and the dual nomination. This year will be considered a “research year” for system and processing. An OPT committee and email address has been established which will include Janice, Jenny, Brian, Marissa, and Terry. The fall semester deadline for nominations will be extended by one week. A selection process will be initiated to select the top 10% per current guidelines.

*Grades First Advising Software*  
Jenny
Jenny provided the Council with a brief overview of the benefits of Grades First advising software as a replacement to the currently used software Advisor Track. Some of the benefits include a reporting feature, ability to communicate with students using current social media in a secure environment, disposition entry, and student retention. Grades First would be hosted offsite. Lee would function as the on-site administrator. Costs associated would be approximately $7800 start up for the first year for 500 students. Going forward the maintenance fee will run about $6200 annually. The Council agreed to pilot the software for one year using teacher ed/distance ed funds. Perry asked Dee to have a discussion with IT about this prior to proceeding. TRACS advisors will conduct an external scan with other campuses. The software may be used across the College.

*E & T Funds*  
Perry
The Council reviewed the requested E & T list and made adjustments as appropriate. The updated list with ordering instructions will be sent to departments.

*Course Scheduling Guidelines*  
Perry
Perry distributed a copy of the course scheduling guidelines and current room usage to the department heads and assistant department heads. Department heads are asked to review the distribution and scheduling of courses for room utilization as appropriate.
Retention Issues

The Council entered into an open discussion on “how do we retain our faculty and staff in light of current economic times”? The council discussed efficiency, recognition, interesting work and the general surroundings of the environment.

Enrollment Trends

There are programs across the university and in CEAP that are dropping enrollment. The enrollment trend report and CEAP’s program prioritization will be used to inform college decisions and resource allocations. Those programs which have been ranked low on CEAP’s program prioritization review and have low enrollment are subject to elimination. Perry will ask that the data provided by Institutional Research be made available on the web for faculty review. Departments are asked to review the data and be prepared to discuss this information at the next Leadership Council meeting.

Supervision Surcharge

Brian asked the Council to engage in a preliminary discussion about regional placements. One question noted was legality. An assessment fee to all student interns was discussed. The discussion closed with answering the following questions:

- Can an intern fee/surcharge be assessed? And, if so
- Is this a practice the College would like to institute?

Brian will explore this further and the Council will then discuss whether or not the College would like to institute a fee. Please provide any additional feedback to Brian.

Early Field Experiences

In informal conversations with principals and teachers, Brian has heard that there may be a sense of “experience fatigue” and “communication gaps”. The Field Experience Office is working towards clarity in communication with the schools regarding student expectations. Course common assignments could be distributed to the schools. Dan suggested that assignment descriptions for methods be sent to OFE. Brian would like to maintain this information on the OFE website so that principals and teachers can access program information/expectations and make informed decisions as to what placements schools can accommodate.

CEAP Community Events

Marissa talked with the Council about the scheduling of the next college community event. The next community event will be “breakfast” pot luck on the Monday before Thanksgiving.

Task List Status Report

- Dispositions Policy
  - Dan
- Field Placement Guidelines
  - Dee

*Handouts

Important Dates

Teacher of the Year Speaking Engagement
  - Thursday, October 20, 2011, Blue Ridge Conf
College Meeting – Conceptual Framework
  - Friday, October 21, 2011, 1:00 PM, KL 104
Leadership Council Meetings
Wednesday, October 12, 2011, 9:00 AM  Wednesday, October 26, 2011, 9:00 AM
Wednesday, November 9, 2011, 9:00 AM  Wednesday, November 30, 2011, 9:00 AM
Wednesday, December 14, 2011, 9:00 AM  Wednesday, January 11, 2012, 9:00 AM
Wednesday, January 25, 2012, 9:00 AM  Wednesday, February 8, 2012, 9:00 AM
Wednesday, February 22, 2012, 9:00 AM  Wednesday, March 7, 2012, 9:00 AM
Wednesday, March 21, 2012, 9:00 AM  Wednesday, April 11, 2012, 9:00 AM
Wednesday, April 25, 2012, 9:00 AM  Wednesday, May 9, 2012, 9:00 AM
Wednesday, May 23, 2012, 9:00 AM  Wednesday, June 6, 2012, 9:00 AM
Wednesday, June 20, 2012, 9:00 AM

Dean Schoon adjourned the meeting at approximately 12:15 p.m.