College of Education and Allied Professions Leadership Council

The CEAP Leadership Council met on Wednesday, October 13, 2010 at 9:00 a.m. in Killian 218.


Members absent:  J. Holt

Others present:  J. Stewart

Minutes  Motion and second to approve the minutes of the September 29, 2010 meeting. Motion passed.

Announcements

- David M. announced that the Faculty Senate decided to use early access to grades as an incentive to complete course evaluations. Students who have completed course evaluations will be granted early access to their grades while access for students who have not completed the evaluations will remain the same.

- Perry announced David Warlick will be visiting campus to deliver a presentation titled *Harnessing the Perfect Storm: Rethinking Education in the Age of Change*. Both Mr. and Mrs. Warlick are alumni of WCU. All faculty and students are encouraged to attend.

- Elaine announced that a RFP for public school partnership grants has been issued. She will begin putting together a review committee shortly and will be contacting department heads for recommendations as to faculty members to serve on the committee.

- Dale announced David Westling has been awarded a Transition Programs for Students with Intellectual Disabilities (TPSID) grant from the U.S. Department of Education for a total of $2.5 million which will support the University Participant program.

- Jackie announced that the Teaching Fellows Leadership Conference (January 7-8, 2011) will include over 140 teaching fellows from 9 campuses across North Carolina including Appalachian, NC-Central, Queens, Pembroke, UNC- Greensboro, Lenoir Rhyne, UNC-Wilmington and East Carolina University.

Dean’s Report

*Council of Deans Update-Dale*

The Budget was the predominant issue for this Council of Deans Meeting. However, the Council is also considering updating the graduation ceremony. They will be asking for faculty and student input in order to make the event more student-friendly.
Theme Discussion

_Pilot Project – Technology Supported Supervision_  
Lee, Janice, Dan  
During the Teacher Education Forum in Raleigh, Lee, Janice, and Dan attended a presentation by Appalachian State University dealing with unique solutions for intern supervision. The first solution employs Skype to allow supervisors to observe interns via real-time streaming video. The Skype method is convenient because there is no recording captured and therefore no storage issues and no need to obtain release forms from students. Additionally, Skype is very simple to use, which adds to its appeal. The second method introduced new tools to make physical supervision more efficient. Tablet PCs were employed along with MiFi cards that would allow the supervisor to sync to a server at the University. This connection would make it possible for supervisors to complete their evaluation paperwork remotely thus eliminating the need for a return trip to campus. The expense for supervision travel is approximately $30-40K per year. An idea would be to get a number of MiFi cards that would have a strict check-in/out policy for faculty use. The Skype approach will be piloted with a few key individuals in CEAP. The Council had no objections to further investigation of these methods, especially in non-traditional classroom settings.

Business Items

Program Prioritization*  
Perry  
All programs submitted to the Dean’s Office from the department heads have been aggregated into a Program Prioritization spreadsheet. The spreadsheet provided to the Council is a draft and is open for discussion. There will be a Council workday scheduled in the near future to discuss the measures for prioritization. Dee and Meagan provided documents to the Council to aid in the process for EMGE and ELF. The announcement informing the College about the CEAP prioritization website will be made at the 10/22 college meeting. The department heads were asked to send copies of all departmental developed program prioritization handouts to the dean’s office.

E & T*  
Perry  
E&T fund allocations will not remain the same as in past years. The Provost’s Office will determine a recurring allocation for future years. The requests submitted by the departments will be sent to the Provost on 10/13/10.

Budget  
Perry  
The College Deans were asked to provide a 5% budget reduction scenario to the Provost. The 5% cut is a significant reduction. The budget reduction proposal may not be in alignment with Program Prioritization. However, the prioritization process will inform decisions going forward.

Changes to the Intern Handbook*  
Dan  
The Council reviewed proposed changes to the Internship/Student Teaching Handbook. A motion was made and seconded for approval of the changes outlined in the handout provided by Dan. The motion to approve the changes was carried unanimously by the Council. A copy of the handout will be kept on file in the Dean’s Office.

Diversity Committee  
Dan
Dan reported that John Habel has agreed to chair the Diversity committee. The committee anticipates a productive year. John has asked to redefine the committee’s membership. The Dean reiterated the Diversity Committee is a standing committee. The Dean will meet with John to discuss the committee’s makeup.

**CEAP Development Initiative**

David and Greg Bauguess are working together to develop methods to encourage donations to CEAP. David introduced the idea of the CEAP Development Challenge. The Challenge uses friendly inter-departmental competition to encourage department members to make one-time donations or recurring donations via payroll deduction. Perry contributed that there may be an opportunity to recognize donors at the appreciation luncheon.

**Pay Policy for Email**

Automatic email forwarding to non-WCU e-mail addresses will be discontinued on October 14th. The email policy which allows faculty and staff to receive e-mail automatically on their mobile devices for an initial start-up fee will begin in January. Email will not be delivered without paying the setup fee. Perry indicated that the Council would be addressing the topic of who the College should offer support for these fees.

**Warlicks Visit**

David Warlick will be visiting campus to deliver a presentation titled: *Harnessing the Perfect Storm: Rethinking Education in the Age of Change.* Both Mr. and Mrs. Warlick are alumni of WCU. All faculty and students are encouraged to attend. Prior to Mr. Warlick’s presentation the department heads are invited to attend breakfast with Mr. and Mrs. Warlick. Following the presentation, Perry will host a conversation with Mr. Warlick and others focused on current technology trends.

**Outcome of September CEAP meeting**

Meagan requested feedback from the Council on the document that was compiled by ELF from the September CEAP meeting. The department heads supported the issues; however no further action has been taken. The Dean will address the issues set forth in this document.

**Institutional Review Board (short update)**

Meagan reported that the Institutional Review Board (IRB) is currently reviewing the policies surrounding which projects are exempt or expedited through IRB. Meagan encouraged the Council and faculty to inquire with the IRB if they were not sure if their projects needed to go before the Board.

**Regional Placement of Interns**

- **How far is too far to place an intern?**
  In our residential programs we are currently placing interns as far as Lincoln, Catawba, and Gaston. In the distance programs, students could be placed as far away as Wake County. How far is too far to place an intern? Jackie and Gwen contributed that one of the reasons we continue to place students at such a distance
is because of the excellent relationships that we have developed with the schools and cooperating teachers in these outlying areas.

**Teacher Recruitment/Distance Education/Summer Funds**

- Distance Education funds support supervision travel and technological support for distance programs.
- Perry supports the linking of these funds to scholarship in the form of software or in providing a limited number of course releases to support efforts by individuals or departments to address problems with scholarship.
- Teacher Recruitment funds support the purchase Teacher Recruitment promotional items (bags, pens, etc.) and publications. This year these funds will also support one of the advisors out of TRACS. Additionally, these funds will be used to hire Jim Abbott to work on a new DB solution for CEAP.
- Half of the Summer School funds will go into reserve. The remainder of the funds will go to Department Heads for their portions of the equivalent to the Project Value funds so that DH are not competing with faculty for the Project Value funds themselves and possibly a few other projects to be determined.

**Task List Status Report**

- Dispositions Policy: Dan
- Field Placement Guidelines: Gwendoline
- Faculty Load Re: Visiting Intern Is and IIs: Department Heads
- Program Admission Requirements Review: Dan/Dept Heads
  - Review completed by August 2nd

*Handouts provided*

**Important Dates**

- **October 28, 2010**, Blue Ridge Hall: NC Teacher of the Year
- **January 7-8, NCCAT**: Teaching Fellows/Sophomore Leadership Conference

**College Meetings:**

- **Friday, October 22, 2010**, 1:00 PM, KL 104: CEAP College Meeting
- **Monday, October 25, 2010**, 10:00 AM, UC: David Warlick speaks: *Harnessing the Perfect Storm: Rethinking Education in the Age of Change*

**CEAP Meets with Chancellor Bardo and Provost Stanford**

- **Monday, November 8, 2010**, 3:30 PM, KL 104: CEAP Meets with Chancellor
- **Monday, November 15, 2010**, 11:00 AM, KL 104: CEAP College Meeting
- **Friday, December 10, 2010**, 11:30 AM, Blue Ridge Conf.: CEAP Holiday Luncheon

**TPR Dates:**

- **October 28, 2010**: Tenure/Promotion Files Due to Dean
- **November 1, 2010**: 2nd YR Reappointment Files Due to Dean
- **November 18, 2010**: Tenure/Promotion Files Due to Provost
- **November 23, 2010**: 2nd YR Reappointment Files Due to Provost
- **December 10, 2010**: 3-5 YR Reappointment Files Due to Provost
- **February 1, 2011**: 3-5 YR Reappointment Files Due to Provost
February 7, 2011  1st YR Reappointment Files Due to Dean
February 7, 2011  PTR Files Due to Dean
February 21, 2011  1st YR Reappointment Files to the Provost
February 21, 2011  PTR AA12 Due to Provost

10-11 Leadership Council Dates:
Wednesday, September 8, 2010, 10:00 AM  Wednesday, September 22, 2010, 9:00 AM
Wednesday, October 13, 2010, 9:00 AM  Wednesday, October 27, 2010, 9:00 AM
Wednesday, November 10, 2010, 9:00 AM  Wednesday, December 1, 2010, 9:00 AM
Wednesday, December 15, 2010, 9:00 AM  Wednesday, January 5, 2011, 9:00 AM
Wednesday, January 19, 2011, 9:00 AM  Wednesday, February 2, 2011, 9:00 AM
Wednesday, February 16, 2011, 9:00 AM  Wednesday, March 9, 2011, 9:00 AM
Wednesday, March 23, 2011, 9:00 AM  Wednesday, April 6, 2011, 9:00 AM
Wednesday, April 20, 2011, 9:00 AM  Wednesday, May 4, 2011, 9:00 AM
Wednesday, May 18, 2011, 9:00 AM  Wednesday, June 8, 2011, 9:00 AM

The council meeting was adjourned at approximately 12:10 pm.

Submitted by – Jenny Stewart

Attachments and handouts are on file in the Dean’s office with the Leadership Council minutes.