College of Education and Allied Professions Leadership Council

The CEAP Leadership Council met on Wednesday, October 24, 2012, at 9:00 a.m. in Killian 202.


**Members absent:**

**Others present:** M. Rompf

**Minutes:** Motion and second to approve the minutes dated 10/3/2012 passed unanimously.

**Announcements**

**Program and Personnel Updates**

Lee announced that an unofficial offer has been made for the SPA position in instructional technology. The position should be filled November 1st.

CEAP meets with the Chancellor and Provost today at 2:00 PM in Killian 102. Please encourage others to attend.

Dan and Marissa shared some photos of their trip to Oulu, Finland and Germany. Roya Scales will take students to Oulu for an international experience on April 3rd and will return April 25th. Expectations for the faculty-led student group are to view traditional and international schools, teach English, and prepare lesson plans for a two week classroom experience. Reverse exchange possibilities will be explored in the spring when a representative from Finland comes to WCU. Going forward, this will be a wonderful opportunity for practicum students. During discussions with WCU students, a concern was expressed by students related to their ability to fulfill the 10 week requirement of student teaching prior to departure for the international component. Early course discussions should allow for adequate preparation time for student participants. The faculty group also visited two pedagogical led schools in Gutenberg and Stuttgart, Germany. There are currently two partnership agreements in place with German schools. Weingarten and Ludwisburg offer a $2,000 student scholarship. The overall perspective of visiting team was that the visit was positive, accommodating and encouraging for future international exchange opportunities.

CEAP will host a golf tournament in March.

Dale asked council members to remind faculty to encourage promising students to apply to Graduate School and pursue international opportunities. WCU has excellent graduate programs which should be promoted internally.

At the conclusion of Leadership Council today (11:00 am), Alvin Malesky will meet with the Council and interview for department head of Psychology. David McCord will return full-time to faculty next academic year.
Dean’s Report
Alisa Chapman and Gary Henry came to WCU last week to discuss the UNC-TQ report. The session was received well and good questions were asked of the presenters. Participants remarked that the amounts of data being stored are incomprehensible. Session conversations explored what are the questions and research could be conducted using of this data. This creates myriad research possibilities and partnering opportunities for our faculty and graduate students.

Business Items

Scheduling Killian 102 *
Lee reviewed an updated policy for use of Killian 102. The usage schedule has been drafted in order to accommodate both classroom and conference/workshop usage. Because the room is considered a conference room and not a classroom, the room must be requested for use as a classroom. It was suggested that the department room schedulers meet with Lee to review and resolve classroom/technology usage requests. The draft policy was updated during the meeting based on the council’s discussion. A motion to approve the scheduling blocks as described and the process for approving classroom assignment was made and passed unanimously.

Newsletter
Dale distributed copies of the CEAP newsletter to the Council. He thanked those who contributed to the newsletter and especially Lydia for her efforts on this project. Dale asked the Council to provide feedback related to the newsletter and its distribution.

Update on Holiday Luncheon
Jenny Based on the success of the holiday luncheon last year, the committee has decided to host a potluck luncheon again this year. This year’s theme will be a winter wonderland. Faculty and staff will be asked to submit holiday photos from prior holidays. The luncheon is scheduled to be held on Wednesday, December 12th, during final exam week in Killian 102, 11:30 – 1:00 pm. The committee is discussing the service component of the event and more information will be forthcoming. Please contact Jenny with suggestions or comments. Jenny will send a list of retirees to departments for review.

Strategic Planning
Dale asked the Council to nominate an undergraduate student for membership on the CEAP Strategic Planning committee. Please submit names to Dale C. Dale C. will chair this committee.

Assessment Day
Dale An invitation for Assessment Day has been sent to the College. Department programs have also been sent information on how to access data needed to prepare templates for Assessment Day. Dale requested that faculty make other arrangements for course work this day in order to participate in this event, planned for 9:00 AM to 3:00 PM, Friday, January 25th. Coffee, juice and a snack will be available in the morning and a box lunch will be provided. Please let Kim know how programs would like to meet so that rooms can be reserved.

Teacher Education Scholarship/Loans *
Dale Forgivable Education Loans for Services (FELS), established by the North Carolina General Assembly in 2011, are administered by CFNC. Information regarding eligibility and awards is provided in the handouts. Please provide this information (cfnc.org/fels) to CEAP students. It was suggested that this information be added to the CEAP building monitors.
**OFE Re alignment, Diversity, & Assessment**

The Office of Field Experiences serves more than teacher education students; therefore, based on conversations with Kim, MaryBeth and Dan, the unit will now report to Kim. A budget for this office will be established in order to ensure planning and predictability of activities related to OFE, diversity and assessment initiatives. Sarah Reams has taken over travel administration for OFE and is evaluating how to maximize placements and minimize supervision travel. At large, the university is looking at how to maximize and incentivize usage of the Biltmore Park campus.

**IHE Report Card**

Renee reviewed the current IHE Report Card with the Council and noted that this is different than the IHE data institution report submitted each July. The IHE Report Card will be posted by DPI for public viewing/access. Rachel McBroom is our new contact at DPI.

**NCATE/CAEP Committees**

Invitations have been sent out for service on NCATE committees. Sub-committee chairs are:

- Terry Rose - **Candidate Knowledge, Skills, & Dispositions**
- Renee Corbin - **Assessment/Unit Evaluation**
- Mary Beth Decatur – **Field Experience**
- John Habel – **Diversity**
- Dan Grube - **Faculty Qualifications, Performance, & Development**
- Bob Houghton - **Unit Governance & Resources**

The first NCATE/CAEP preparation meeting, “move to target” will be held this Friday. This meeting will include all membership. Future meetings will be held by the sub-committees.

**Task List Status Report**

* handouts sent electronically

**Important Dates**

- **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**

- **Tuesday, October 23, 2012**
  - 2 & 4 Yr/Admin Review Files Due to Dean
- **Friday, November 2, 2012**
  - Tenure/Promotion/Emeritus Files Due to Dean
- **Friday, November 2, 2012**
  - 1/3/5 Yr Files Due to Dean
- **Wednesday, November 14, 2012**
  - 1/3/5 Yr Files Due to Provost
- **Wednesday, November 28, 2012**
  - 2/4 Yr, Admin Review Files Due to Provost
- **Friday, December 7, 2012**
  - Tenure/Promotion/Emeritus Files Due to Provost
- **Tuesday, February 5, 2013**
  - 1 Yr & Post Tenure Review Files Due to Dean
- **Monday, February 11, 2013**
  - Post Tenure Review Files/Report Due to Provost
- **Friday, February 15, 2013**
  - 1 Yr Applications (1/3/5) Due to Provost Office
- **Thursday, March 7, 2013**
  - 1 Yr Dossiers (2/4) Due to Provost Office

**Leadership Council Meetings**
Wednesday October 24, 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

Interim Dean Carpenter adjourned the meeting at approximately 11:00 am.