

# College of Education and Allied Professions Leadership Council

The CEAP Leadership Council met on Tuesday, January 5, 2010 at 2:00 p.m. in Killian 218.

**Members present:** G. Ayuninjam, B. Beaudet, D. Brotherton, R. Corbin, E. Franklin, D. Grube, J. Holt, D. McCord, W. D. Nichols, L. Nickles, P. Schoon, E. Sigler, J. Smith

**Members absent:** J. Anderson-Ruff

**Others present:** M. Rompf

**Announcements:** Council Members  
Janice introduced Holly Krake. Holly has joined CEAP as an academic advisor in CEAP's Teacher Recruitment, Advising, and Career Support office.

Perry thanked council members for the assistance and welcome they provided him since joining the College of Education and Allied Professions.

**Minutes** Motion and second to approve the minutes of the December 4, 2009 meeting.  
Motion passed.

## Dean's Report

- Budget – The spring semester will bring information about state economic conditions and how this will affect WCU. More information will be forthcoming from the State Budget Office and WCU administration.

## Theme Discussion

### Council Members

*College-wide Use of Summer School Funds (Approx - \$14,000)*

The council discussed and **approved** using summer school funds to support the following purchases:

- 50 licenses of Adobe Acrobat Pro -\$2600
- Cabells directory for research -\$650
- Additional technology including cinema screens for laptops recently purchased-\$10,000+

Other items discussed:

- Possible awards for untenured faculty involved in scholarship
- Eye detection machines for faculty research (I-trackers)
- Instructional technology for teacher education students

*Organizing the Opening Semester Meeting*

- Breakfast 9-9:30
- Meeting Begins at 9:30
- Slide Show
  - New Faces – Marie-Line Germain, Human Services; Holly Krake, TRACS
  - Dean's Report – initiatives this semester and long term
  - Project Value Department Reporting – Department heads will submit information to Perry by the end of day, Wednesday, regarding value,

methodology and uses of Project Value funds. David will make a presentation to the faculty at the opening meeting.

- CEAP Faculty Senator Report – David will provide an update.
- Reassigned Time for Faculty Scholarship Initiatives Application Process – This will be discussed with faculty after Perry verifies availability of funds.

## **Business Items**

## **Council Members**

### *MLK Together We Read*

*Jamel*

Postponed to next meeting.

### *Recognition Awards*

*Perry*

If someone in the college does something worthy of mention, please nominate the person at a Leadership Council meeting for a recognition award. This will be an ongoing business agenda item.

### *Post Tenure Review*

*Perry/Dept Heads*

A Post Tenure Review schedule and procedures per the handbook were distributed to the department heads. PTR evaluations are due to the Dean on February 9<sup>th</sup>.

### *Program Evaluation Survey*

*Renee*

Because of a low survey response rate the past few semesters, Renee asked the council for feedback on ways to distribute the survey which may improve the response rate. The council agreed to provide students time to complete the survey in seminar classes. Perry emphasized with the council the importance to improve and rethink education using the data and feedback received from CEAP students. The council discussed the importance of informing the college at large about changes/updates in curriculum. Renee suggested program directors highlight changes made to curriculum related to survey feedback in annual assessment reports.

### *Computer Refresh List*

*Lee*

Lee reviewed the computer refresh list with the council. Faculty teaching distance learning courses will receive a cinema screen to accompany the Mac Book. All recipients will have a choice of Windows or Mac operating systems. The council approved the list as presented by Lee which will be forwarded to IT.

### *Scholarship Summary-Fall Semester*

*Jackie*

Each department has a liaison assisting with scholarship awards. The deadline to apply for a scholarship is December 1<sup>st</sup>.

### *SUTEP Partnership Grant Awards*

*Elaine*

SUTEP awarded \$10,000 as public school partnership grants. The proposal process was revamped this year to ensure an established partnership between the public school and a WCU faculty member was completed in advance of the proposal submission. Sixteen proposals were received. A selection committee reviewed the proposals and awarded funds to fourteen of the proposals. Schools are required to report on funding impact by June 1, 2010.

*Preliminary Findings-Partnership Survey/PDS*

*Janice/Dee*

Janice reviewed preliminary findings from research conducted by Meagan Karvonen's Methods of Research class. The research pointed out some specific opportunities for improvement in communications with our partners. Face to face communication was noted as a preference by many partners.

*Chancellor Task Force on Teacher Supply and Demand*    *Perry/Directors*

Perry will meet with the Directors at their January 15<sup>th</sup> meeting to discuss the upcoming Chancellor Task Force on Teacher Supply and Demand meeting.

*Summer Course Offerings*

*Dept Heads/Dan/Perry*

It was decided that all courses will be coded as contingency. Exceptions to this must have prior approval of the Dean. Independent studies will be treated as a 75(faculty)/25(university) split of tuition collected if the college is permitted to set its own guideline as was the case last year.

*Partnership Relations*

*Perry/Dan/Janice/Gwen/  
Bob/Dale/Dee/Ellen*

In order to address partner concerns regarding intern placements and the need to improve face to face communication, Janice and Gwen will work together to schedule spring semester cooperating teacher orientations. Off-campus sessions will be held in order to reduce travel for outlying partners.

**Task List Status Report**

Faculty Load Re: Visiting Intern Is and IIs	Department Heads
Annual Assignment Tracking Mechanism	Council
• Due end of semester	
Chancellor Task Force on Teacher Supply/Demand-5/14	Directors
Communication Strategy/Mechanism for College	Perry
• Due to council by February 15 <sup>th</sup> .	

**For Information - Please review these handouts.**

*Some Students Fare Better Under WNC-trained Teachers\** Citizen-Times

*\*Handouts-sent electronically*

**Important Dates**

January 8, 2010, KL 104, 9:00 AM	CEAP Opening Semester Meeting
February 4, 2010	3-5 Yr Reappointment Files due to Provost
February 6, 2010	Teaching Fellows Recruitment Day
February 9, 2010	<b>Post Tenure Review</b> Files due to Dean
February 9, 2010	<b>1<sup>st</sup> Yr Reappointment</b> Files due to Dean
February 23, 2010, 9:00 a.m., Ramsey Ctr.	Middle School Teachers of Tomorrow
February 23, 2010	1 <sup>st</sup> Yr Reappointment Files due to Provost
February 24, 2010	Post Tenure Rev AA12 due to Provost
March 25, 2010, TBA	Carolann Tomlinson Partnership Event
March 26, 2010, TBA	Carolann Tomlinson Student Presentation
April 9, 2010, KL 104	Dean's Appreciation Luncheon
April 21, 2010, 3:30 p.m., UC Grandroom	CEAP Honors and Awards Ceremony

09-10 Leadership Council Dates:

January 5, 2010

January 22, 2010

February 19, 2010

March 26, 2010

April 23, 2010

May 21, 2010

February 5, 2010

March 12, 2010

April 9, 2010

May 7, 2010

June 11, 2010

The council meeting was adjourned at 5:00 p.m.

Submitted by – Mary Rompf

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