The CEAP Leadership Council met on Friday, January 11, 2008 at 8:30 a.m. in Killian 218.


**Members absent:** L. Bloom

**Others present:** D. Ostergaard, G. Massenburg, M. Ray for Human Services, M. Rompf

### Announcements

The Christa McAuliffe award celebration dinner will be held on January 18, 2008. There are over 400 guests confirmed.

Thank you to HPER for looking at support needs post the reorganization and offering support to other need areas in the college. Carla Parrish will begin working with Lee Nickles in an administrative support role.

### Guest Speakers

**Dan Ostergaard, Director, Institute for the Economy and the Future/Associate Professor of Management and International Business**

Dan introduced himself to the council and explained that even though IEF is under the College of Business, the institute is supportive of all units of the university. Its focus is to integrate and collect research on private business, and the public sector and effects on the economy. Dan noted that economic development is contingent upon having an appropriate workforce. This is a natural collaboration with education and community building in our region. Dan welcomes council members to visit with him and explore opportunities of collaboration and faculty engagement. The center is also interested in creating opportunities for students.

**Greg Massenberg, ARC Grant Coordinator/Assistant Director of Admission**

Greg introduced himself to the council and discussed his responsibilities at the university as the ARC grant coordinator. In this role, Greg visits Robbinsville and Hiwassee Dam high schools each week. Works with students on the high school campus and provides these high school students with insight about what college life. Greg also has a support role to the admissions office and is assisting with implementation of the teacher recruitment action plan.

### Minutes

Motion and second to approve the minutes of the December 7, 2007 meeting. Motion passed.

### Dean’s Report

Michael reported the following:

- COD met Tuesday and discussed:
- **Student government concerns on advisement.** A response to the student government resolution by the Provost is forthcoming. It is important to recognize the importance of advisement as a helping relationship.

- **Roll Up/Priority Items.** Create a list of big ticket items that address the question - what do you need to meet the mission of your unit? A list is due to the Provost on February 1st. Send list to Mary by Monday, January 28th.

- **Service Learning component in course – please review handouts.**

- **Online classes.** A taskforce has been established to review online course delivery. This will be dealt with through the Faculty Senate.

- **Retention.** Western had lowest retention rate in the UNC system. Retention can be enhanced through the advisement relationship.

- **Delaware II Study.** Departments should keep evaluation of advisement in mind when developing departmental AFE/TPR documents.

- **Digital Measures.** This is still being discussed as a possible way to capture data.

- **Administrative Salary Calculations.**

- **SACS Update.**

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**Discussion**

**Faculty Careful About External Relationships**

If you want to discuss needs for your unit with any politicians, please let Michael know. These types of efforts must include Clifton Metcalf and the office of external affairs. This past week the college hosted a good discussion about the Pre-college Program with Joe Sam Queen.

**Biennium Planning Data**

- Due to Mary on January 24th

General administration has asked programs to project new enrollees through 2017. An email with a spreadsheet has been sent to department heads.

**Posting of Office Hours**

Please remind faculty that advisement hours, including virtual office hours, are to be posted on faculty member doors.

**Roll up/Priority Items**

- Unit lists are due to Mary on January 28th.

**E & T Funds - $16,000 *(student use)**

Education and technology funds are to be used for consumable materials by students in classroom instruction. There is an opportunity for one time dollars for E & T funds for the college. Look at academic equipment budget submitted for possible purchases.

**Space in Belk**

- Possibility of Locating a Unit or Program Together

When College of Business goes back to Forsyth, there will be several offices available.
Proposed CEAP Task Force on Student Data Tracking * Lee
Lee discussed with the council initiating a Task Force dedicated to developing efficiency and data translation for student data tracking and the multiple systems currently in use. He reviewed potential outcomes, short and long term goals. A motion was made to approve the concept of establishment of a Task Force with the addition of a department head, department secretary, Amelia Schlott and whoever else the Task Force deems appropriate as members. Motion was seconded and unanimously passed.

Teacher Education Recruiter * Kim
Kim distributed to the council a position description has been established for a recruiter to be tied to the Teacher Recruitment plan. This position will be funded for a period of approximately three years based on continued funding. Kim asked the council for suggestions to the description. A minor adjustment will be made to the description based on council feedback.

CEAP Internal Transfer Data for Depts * Kim
Kim discussed with the council a retention activity designed at sending a welcome email to new internal transfer students. In principal, the council was very receptive of the concept; however, the availability to “clean” data is still a campus-wide issue.

TaskStream Policy Revisions * Dale
Dale provided the council with a brief update on Task Stream. A slight change to the policy has been has been made and is highlighted on this handout.

Program Approval and NCATE Accreditation in 2014 – Changes and Implications * Dale
The state is separating program approval from NCATE. There will be some decisions that CEAP will need to make in preparation for the next visit. Keep in mind that state requirements may be taken away which will intensify the debate of barriers versus standards. The next three to fours years will be interesting and the dialogue will continue.

Alternative Pathways to Licensure * Dale
Janice reviewed with the council handouts illustrating the process for the alternative entry process, the licensure only plan and program completers. The NCTeach office is engaged in tracking and follows up on these students. Programs taking phone calls should direct students to the online application. If council members see any problems with the process, please bring comments to Dale and Janice. This gives us a systematic process for alternative pathways which will be administered through NCTeach.

Fall Model Clinical Evaluations Jackie
Jackie provided an update on outcomes of the fall model clinical evaluations.

Task List Status Report
Space in Belk Michael
TaskStream and QEP Bob H./Lee
Acceptable Use Policy for Media on the Web Bob H.
Plan to Revise Undergraduate Teacher Education Dale
Accounting for Faculty Going to Jamaica Department Heads
Brochure Needs
Recommendation for Graduate Courses for Non-degree Students
Timing of the Due Dates of Annual Reports
Universal Student Assessment Instruction
Data Reporting - Type and Frequency

Information

Paperwork for Part Time Faculty *
Engineering K-12 Education *
SMHS PTO Fund Raiser *
Service Learning Designation *
Proposal for Standardizing on the Institutional CMS *
SACS Update - COD January 2008 *
Study of Out-of-Classroom Faculty Activities *
Resolution of the WCU-SGA Senate *
Political Candidate Visits *
Madison Professor *
Budget Calendar *
Focus the Nation - Global Warming Solutions *
Export Control Communication Plan Update *
Addendum Checklist for Control Issues *
Attribute Inventory for Export Control Plans *

*Handouts

Important Dates

January 11, 2008, 1:30 PM, KL 104
January 12, 2008
January 24, 2008
February 1, 2008
February 1, 2008
February 8, 2008
February 8, 2008
February 9, 2008, 10:30-4:30
February 11, 2008
February 15, 2008
February 18, 2008
February 22, 2008
February 22, 2008
April 10, 2008, KL 104, 11:30-1:00 PM
April 22, 2008, KL 104, 3:30 PM

CEAP Spring Semester Opening Mtg
NC TEACH Spring Orientation
Biennium Planning Data DUE
Departments Submit Nomination for Botner Award to College
Eight Semester Plan Templates DUE
Service Learning Faculty Name DUE
Post Tenure Review Recommendations DUE to Dean
1st Yr Reappointment Candidate Files DUE to Dean's Office
Teaching Fellows Recruitment Day
3-5 Yr Reappointment Candidate Files DUE to Provost Office
Botner Award Candidate Files DUE to Dean's Office
Middle School Teachers of Tomorrow
PTR Report for CEAP DUE to Provost
1st Yr Reappointment Candidate Files DUE to Provost
Dean's Appreciation Luncheon
CEAP Honors and Awards Ceremony
Leadership Council Dates through June 2008:

February 1, 2008    April 18, 2008
February 15, 2008    May 2, 2008
February 29, 2008    May 16, 2008
March 14, 2008      June 6, 2008
April 4, 2008       June 20, 2008

The council meeting was adjourned at approximately 10:45 a.m.

Submitted by – Mary Rompf

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