College of Education and Allied Professions Leadership Council

The CEAP Leadership Council met on Friday, December 1, 2006 at 8:30 a.m. in Killian 218.


**Members absent:** none

**Others present:** P. Brown, M. Rompf

**Guest Speaker**

Dr. Pat Brown addressed the council on the topic “*Summer Sessions: Where We’ve Been and Where We’re Going.*” Pat also distributed handouts which she reviewed with the council.

**Minutes**

Motion and second to approve the minutes of the 11/10/06 meeting. Motion passed.

**Dean’s Report**

Michael reported the following:

- Welcome to Lee Nickles, the Assistant to the Dean for Technology and Curriculum, who joins the CEAP leadership council.
- The 07-08 budget process has been minimally revised. The process will be basically the same. College hearings will be held in January. 06-07 budget requests will be forwarded from the Dean’s office for departments to review prior year budget requests. 07-08 requests should be realistic. Enhancement of on-going operations: the college should request a 5% across the board increase. Please review your requests from last year when determining new requests and academic equipment requests.
- Printed budget reports will no longer be distributed. Online reports are available in Banner and training will be forthcoming.
- CEAP will receive an academic equipment allocation for the current academic year by the end of the semester. The department heads will then meet to allocate the funds received by CEAP.
- Space utilization was discussed at the council of deans meeting. The university has three goals to review:
  - Evaluate low enrolled courses that offered in the fall and determine why do we need them
  - Minimize course schedule conflicts
  - Good space utilization
  Please submit any ideas/suggestions that you have concerning course scheduling to Michael. Specifically, email to Michael your ideas concerning limiting a program’s ability to schedule courses between 10 a.m. and 2 p.m.
- Copies of AA12s will be distributed to department heads so that the department head can discuss tenure progress at AFE time.
CEAP is hosting its scholarly development luncheon today. There are 62 registered attendees. Each department will receive copies of 3 books for faculty use. Please encourage our faculty to do more in the area of research and publication. Department heads should mentor faculty on time use. The focus of today’s luncheon is to help faculty think about scholarly activity in a different way. Faculty should consider: what I am doing that may be a project, externally reviewed by others; and, how does it contribute to the knowledge base of my discipline?

Discussion

Tracking Department Research Interests

Michael

Lee discussed the possibility of creating an online database of faculty research interests as a useful tool for faculty which they can update and use for collaboration. The council welcomed this idea. Michael requested this item be added to the task list.

KL 112/Psychology Space Renovation Plan

David M.

After doing a walk through tour with the Provost, the possibility of gutting KL 338 and KL339 and reconditioning for shared laboratory space for faculty and graduate students was discussed. This space would be assigned by sign up usage. The loss of this classroom space could be partially offset by dividing KL 112 into two classrooms. David asked the council for feedback. Michael pointed out that there may be an opportunity for funding for this refurbishment. Michael asked the departments to continue this discussion with colleagues and explore if this is the appropriate time to support Psychology in this initiative. These discussions are to be held by the end of the semester and will be reviewed at the next leadership council meeting.

Phone Tree*

Michael

A phone tree was distributed to the council.

CEAP Name Change

Michael

A motion and second was made to keep the college name as the College of Education and Allied Professions. Motion passed.

Department Presentation Laptop/Projector for Check-Out

Mary

It was discussed and agreed that each department will be provided a laptop and projector for faculty checkout to assist with research and conference presentations. This equipment will be provided by the dean’s office and listed as a part of each department’s inventory. Equipment needed to meet this goal:

- 2 Projectors (PSY, HHP)
- 3 laptops (HS, HHP, ELF)

Diversity Presentation by Deollo Johnson

Ruth

Ruth thanked all for promoting this event. There was good attendance (approximately 140 students) and evaluation was favorable. With Renee’s assistance an evaluative process was completed.
SACS/Justifying & Documenting Qualifications*Heads Up Michael
Please review the handout. We must be sure that we are recruiting qualified instructors for our courses. Results for CEAP are good, with a few exceptions.

Graduate Assistantships and Waivers for 2007-2008* Jacque
Department heads were asked to review the recent email and handout from Scott and be prepared to discuss allocations for 07-08.

Advising Prospective Students from Community Colleges Michael
When a community college student speaks with a faculty member, faculty members should not encourage students to transfer to Western once the student completes their general education requirements. Community colleges are also held to standards for completion rates. It is not our position to create a barrier between us and the community college by suggesting students come to Western prior to completing course study at the community college. Faculty should discuss Western program requirements as to how they relate toward achievement of the student’s two year degree. David M. will share a document with the council that he is working on for advising community college students once it has been completed.

Thank You for a Great Semester Michael
We are proud of faculty, staff and students for a good semester in light of new challenges. Please express thanks to all.

Task List Status Report

Spring Distance Learning Report Due Dec 1 Department Heads
All departments have submitted with the exception of one which is forthcoming.

Common Assignments Department Heads
Dale reporting that we are doing well. Programs are coming in to discuss this with Dale and we are making great progress.

Increasing Number of Graduates Applying for Licensure Dale
Undergraduate has improved as evidenced by the IHE report. Graduate students applying for licensure still needs work.

Development Priorities Michael
Michael reported that Jim Miller, Associate Vice Chancellor for Advancement, will be leaving the university on January 1. A national search will begin. Robert Caruso will also be retiring at the end of the academic year.

Information

SACS Non-Compliance* Michael
Please review. There are five areas requiring improvement.

NC Teach II* Janice
Handouts were distributed to the council on the NC Teach II program.

*Handouts

Standing Updates

Dr. Bob Houghton - Birth Kindergarten Elementary Middle Grades Education
Faculty searches are continuing. Bob thanked Renee and Lee for their support with senior level students working in TaskStream. Web Net will have a rollout in the spring; stay tuned.

Dr. Jacque Jacobs – Educational Leadership and Foundations
The department is currently working on two searches. Dick Haynes will be retiring at the end of the semester. Please wish him well.

Dr. David Claxton - Health and Human Performance
An exceptional candidate has been interviewed for the BKEMGE department head position.

Dr. Lisa Bloom - Human Services
CSD will be leaving the department. This should be positive for both CSD and Human Services. The department is growing with the addition of student leadership classes under Bart Andrus. Licensure program in gifted education has been added and may be extended to a masters program.

Dr. David McCord – Psychology
Gene McDowell will be retiring after 37 years of teaching at Western Carolina University. Please wish him well.

Dr. Dale Carpenter - NCATE/DPI
November 5, 2007 will be the scheduled interview day for the NCATE visit. Please remind faculty to consider this when scheduling conferences. It is important that faculty is available for interviews.

Ms. Renee Corbin – Assessment
Please review the list received from Marlene in the Registrar’s office to be sure that your students are there and report discrepancies prior to holiday break. Renee is working on data and will be putting information in a folder on the h-drive named Accreditation 2007; be sure to check back on this. TaskStream workshops for students and cooperating teachers have been scheduled. Please provide a positive representation of TaskStream when going into the public schools for training with cooperating teachers. The long term benefits will be positive. Please communicate benefits to students. In addition, Dale reported that Renee is working on two large reports on behalf of the college.

Mr. Ken Hunt - Field Experiences
The advisory committee has recently met and the office is currently working on paperwork reduction. Ken requested council members provide to him any suggestions members may have on the field experience website. New student teacher handbooks have been ordered for the spring semester which contain the updated policy on TaskStream. Final student placements are being made. The spring assignment report should be sent out next week.

Dr. Lee Nickles – Instructional Technology, Inventory, Curriculum
The next TaskStream training session will be held on December 11th. Michael asked the council to remind faculty to be supportive of this initiative.

Dr. Elaine Franklin – Center for Math and Science
The center has submitted and NC Quest grant in conjunction with Asheville City Schools and Yancey County. The center is working on lining up professional development opportunities with the network, offering 2 sections of the 3-5 science institute and developing a science institute in biology and geology for grades 6-8. The center will offer a summer robotics program and will be interviewing candidates for the Pre-College program this month.
Ms. Kim Elliott – Rural Education
The Office for Rural Education is currently working on 2 grant interim reports and is recruiting a SPA position for the ARC grant.

Ms. Ruth McCreary – SUTEP – School Services Report
The partnership has now grown to 93 public schools. SUTEP is working with the Office of Field Experiences on the upcoming cooperating teacher orientation.

Dr. Jacqueline Smith – Teaching Fellows, Model Clinical, Scholarships
Teaching fellows students just completed a math and science initiative working with 100 public school first graders. This opportunity allows students to work with math and science curriculum in the schools. Regional screenings for Teaching Fellows will be held February. Teaching Fellows are preparing for a state visitation/evaluation scheduled for March 2007.

Ms. Janice Holt – Center for the Support of Beginning Teachers
Janice reported that Western may receive about $114,000 for the NC Teach II grant to support math & science and special education teachers in high need districts. There are more applications to the program this year. So far 22 students have been accepted for the spring semester. There may be as many as 34 beginning the program this spring.

Important Dates

December 1, 2006  Leadership Council Meeting
December 1, 2006  Scholarship Deadline
December 1, 2006  Scholarly Productivity Luncheon
December 8, 2006  CEAP Holiday Luncheon
December 12, 2006, KL 104, 2-4pm  Academic Advising Syllabus: Advising As Teaching in Action*
December 15, 2006  Leadership Council Meeting
January 5, 2007, 10:30-11:30a.m., KL 104  CEAP Spring Semester Meeting
January 5, 2007  Leadership Council Meeting
January 15, 2007  Graduate Assistantship Requests & Tuition Waivers due to Graduate School
January 19, 2007  Leadership Council Meeting
January 30, 2007  Graduate School Notifies CEAP of Allocations Received
February 1, 2007  Botner Nominees Due to Dean
February 2, 2007  Leadership Council Meeting
February 15, 2007  Botner Nominee Files Due to Dean
February 15, 2007  Scholarship Award Letters Ready
February 16, 2007  Leadership Council Meeting
February 28, 2007  Scholarship Autobiographical Forms Returned to Office of Special Programs
March 16, 2007  Leadership Council Meeting
March 25, 2007  Scholarship Acceptance and Thank You Letters Due to OSP
March 30, 2007  Leadership Council Meeting
April 20, 2007  Leadership Council Meeting
May 4, 2007  Leadership Council Meeting
May 18, 2007  Leadership Council Meeting
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<tr>
<th>Date</th>
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<tr>
<td>June 1, 2007</td>
<td>Graduate Assistantship AA15s, Job Desc. &amp; Cert. Statement Due</td>
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<tr>
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<td>Tuition Waiver Request Forms Due to Graduate School for Students on Tuition Waivers</td>
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<td>Graduate School Reports Unfilled Assistantships &amp; Waivers to College Deans for Redistribution</td>
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<td>Unfilled Graduate Assistantships Revert to Graduate School for Reallocation</td>
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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.