The CEAP Leadership Council met on Friday, January 16, 2009 at 8:30 a.m. in Killian 218.


**Members absent:** J. Jacobs, J. Smith

**Others present:** M. J. Herzog for ELF, M. Rompf

**Announcements:** Lee attended the IT Forum held yesterday. Be prepared to stretch IT resources.

Michael welcomed Dr. Dan Grube, Interim Associate Dean, to the Leadership Council.

Michael announced that Jacque Jacobs, Department Head of ELF, will return to faculty in the fall.

Ken told the council that a delegation from Naruto, Japan will come to WCU January 26 and 27. The Director of International Affairs, Professor of History, and Professor of Professional Development will be on campus. If anyone in the college would like to meet the delegation, please contact Ken.

**Minutes**

Motion and second to approve the minutes of the December 5, 2008 meeting with a spelling change. Motion passed.

**Guest Speaker** David McCord, “Faculty Load”

David began his discussion by explaining to the council that his first step in evaluating student credit hour generation is ensuring that the 18 positions allocated to the department generate sufficient SCH. David has sent a "personal calculator" for FTE generation to the department heads in CEAP. Psychology faculty have this tool and can calculate their SCH generation independently. David reminded the council that if a course leads to licensure, you can lobby with GA to change the category of a course if it is not on the currently approved list.

Michael announced henceforth each department head is responsible to calculate SCH for faculty and the department as a whole and outlined the following process:

1. Remember this is an imperfect system.
2. Department heads will email David to request individual training or decline training for use of the SCH model.
3. Department heads will report progress at their next individual meeting with the Dean.
4. Department heads are to share this information, once calculated, with the faculty in order to educate faculty about SCH generation.
5. A master list will be created for college and will be transparent for faculty view.

Dean’s Report

*Michael reported the following:*

- Re-conceptualizing SUTEP/Director Position – Thank you to Janice Holt for stepping up and taking over the SUTEP Director role. CEAP will not replace Ruth’s position due to current budgetary issues. Michael will be meeting with the Directors today at 2 pm to discuss re-visioning SUTEP.

- Budget Update – The Academic Forum was held yesterday. Council members commented and appreciated the straight forward comments made by Provost Carter. The budget situation is fluid. Yesterday, Governor Purdue instructed state agencies to revert more funding this year. The council thanked Michael for keeping them informed. Michael reminded council members that all aspects of the university will be impacted including personnel. Please continue this dialogue with those who were unable to attend the forum yesterday.

- Fall schedules are due January 29th. Michael reminded department heads to develop the fall schedule in accordance with the strategies that the Provost discussed at yesterday’s forum.

Discussion

*University Calendar Proposal for J-Term*

J-Term refers to a proposal to eliminate the May mini-semester replacing mini-semester with a January term instead. The basis of the proposal is based on the fact that GA would count J-term SCH for funding. Dan reported that most other colleges, especially the Honors College, have reported positive feedback. Special courses, travel courses may be ideal for a J-term. A required course could not be offered at this time and not be available to students during the fall or spring terms. J-term would push the calendar back for the spring semester until January 24th and end the semester on May 20th. Dan requested feedback from the council on the J-term concept. Considerations discussed: name for J-term, impact on student teachers, steam plant, student participation, pay for faculty, financial aid impact in coordination with spring term.

*Proposal for Student Issues Repository*

Dan discussed the concept of a centralization of information gathered for the purposes of making licensure decisions with the council. This repository would encompass information from Judicial Affairs, the Associate Dean, Office of Field, and the departments. It could include teacher education admission information, faculty referrals: verbal or written, improvement plans, negative evaluations, etc. The concept is directed at having a central point where negative information can be kept and monitored. Michael asked Dan to contact MaryAnne Lochner to explore legal considerations and due process requirements, send handout electronically to department heads for distribution for faculty feedback, bring all data to PEC for discussion, and then bring proposal back to the Leadership Council for additional consideration.
Allocations for Searches from Provost Office

- $1,000 for each tenure-track position (NOT per candidate)
- $750 for each fixed term position (NOT per candidate)
- $89 non-state funds per search/position (NOT per candidate)

The amounts provided reflect the funding received from the Provost office. If expenses exceed this distribution, then the college is responsible to pay the additional cost.

Policy on Number of Visits for Intern Supervision and Load Guidelines

Postponed until the next Leadership Council meeting.

*Handouts

Task List Status Report

- Peak Performers
- OPT Nomination Process
- TaskStream and QEP
- Satisfaction Survey of Current Students
- Satisfaction of Faculty/Staff Survey

For Information

- Website for Your Review: [http://www.wcu.edu/7591.asp](http://www.wcu.edu/7591.asp)
- Certificate Guidelines (1-05-09) *(sent electronically 1/12/09)
- Charge and Guiding Principles *(sent electronically 1/12/09)
- Review: possible EMGE & SPED programs at Hendersonville
- Spring 2009 Course Eval Dates *
- Reappointment Responses *
- Updated AA21 Process *

Important Dates

- January 23, 2009, University Center: Mid-Year Beginning Teacher Symposium
- January 28, 2009, 10:00 to 1:00: College Access Visit for Seniors-Cherokee Central & Smoky Mtn High
- January 30, 2009, KL 104, Noon: Re-Visioning Program Update Luncheon
- January 31, 2009: Teaching Fellows Recruitment Day
- February 3, 2009, KL 104, 3:30: CEAP Meets w/ Chancellor Bardo and Provost Carter
- February 9, 2009, Noon: 1st Year Dossiers Due to Dean's Office
- February 10, 2009, Ramsey Center: Middle School Teachers of Tomorrow
- February 13, 2009, Noon: 3-5 Year Dossiers Duet to Provost's Office
- February 21, 2009: Teacher Fellows Regional Screening Interviews
- February 23, 2009, Noon: 1st Year Dossiers Due to Provost Office
- March 19, 2009, UC Theatre: Reach to Teach
- April 3, 2009, KL 104: Dean's Appreciation Luncheon
- April 22, 2009, UC Grandroom: CEAP Awards Ceremony
Leadership Council Dates through May 2009:
January 16, 2009    January 30, 2009
February 13, 2009    February 27, 2009
March 13, 2009    March 27, 2009
April 17, 2009    May 1, 2009

The council meeting was adjourned at approximately 11:05 a.m.

Submitted by – Mary Rompf

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