The CEAP Leadership Council met on Tuesday, January 22, 2010 at 9:00 a.m. in Killian 218.


**Members absent:**

**Others present:** M. Rompf

**Announcements:**

Janice announced that Art Education majors have created a wall mural for the TRACS office. Please send a list of faculty books to Janice for possible inclusion in the artwork.

Dale announced that a candidate for the SPED faculty position is on campus and will be teaching today. All are invited to attend.

Perry announced that after a successful search, Janice Holt has accepted the position of the Executive Director of the TRACS Office, effective July 1, 2010.

David announced that Millie Abel will retire at the end of the academic year.

Jackie announced that Kerri Bernhardt, a Teaching Fellow, was featured on the front page of the state education magazine.

Lee announced that the new computers are being rolled out and are well received. So far, over 113,000 dollars have been spent by the college on technology. Curriculum for new courses, based on the re-visioning, is going through the system.

Dee thanked Gwendoline, Janice, and Dan for coordinating the Cooperating Teacher orientations that were held last week. Gwendoline has begun to compile survey data from the orientations and will send to the council once complete. Overall the responses are positive.

**Minutes**

Motion and second to approve the minutes of the January 5, 2010 meeting. Motion passed.

**Dean's Report**

- **Budget**- Perry asked units to pass all purchases through the dean’s office. All positions beginning July 1 are safe at this time. Current restrictions are university enforced. There may be statewide restrictions imposed later this semester.

- **Graduate Growth**- BOT is looking to target specific areas for growth. Department heads will meet with the Dean on Monday to review growth recommendations.
- **Zero Enrollment** - Zero enrollment courses should be removed from Banner, no later than noon Monday.

- **Dual Degrees** - This has been agreed to at the university. The college is working with Larry Hammer to update the catalog and administration for dual degrees.

- **Staffing Plan** - Departments are to begin compiling ideas for staffing plans requests. Department heads will meet with the Dean to discuss the 11-12 staffing plan.

- **E & T** - CEAP has used its funds.

### Theme Discussion

**Council Members**

**College-wide Use of Summer School Funds**

- Department Head Travel Allotment – Currently there is $5,600 remaining. Departments are to let the Dean’s office know by Tuesday if they will be using these funds.
- Current balance w/o DH Allotment - $6,000 available
- The council discussed the possibility of purchasing student work stations to be located in the building. Other options include plasma screens for announcements or educational purposes (electronic marquis), computers for incoming faculty, and support for the Office of Field Experiences.

### Business Items

- **MLK Together We Read** - Jamel
  Jamel reviewed the web page developed for the MLK Together We Read program. It incorporates discussions, resources, a blog and other educational tools. Jamel thanked faculty members for their participation and support of the MLK events.

- **Nominations for Botner Award for Superior Teaching** - Perry
  Department nominations are due by February 1st to the Dean’s office.

- **Peak Performer Nominations** - Perry
  Guidelines and nomination forms were sent electronically to council members. Nominations are due February 15th to the Dean’s office.

- **Tenure and Promotion** - Perry
  Perry reviewed his observations related to the Tenure and Promotion process with the council. Specifically, he noted and discussed with the college-level Collegial Review Committee that quality, as well as quantity, of work should be considered when reviewing candidates’ dossiers. Reappointments appear to go forward based on “promise” instead of evidenced progression; this focus should be addressed. The expectation of department heads is to both support faculty and objectively evaluate performance, and utilize differentiated staffing when possible. Departments may consider assigning fixed term faculty as possible program directors. Perry asked department heads to begin these discussions with faculty so that this encouragement will begin at the department level.

- **Recognition Awards** - Council
  Perry asked the council to bring names of faculty, staff and students to council meetings who have done something “beyond the call of duty”. At each meeting the council will
select recipients of the Leadership Council service recognition awards. Perry began this program by recognizing Dr. Cheryl Daly. Cheryl was “caught in the act” for helping a student who had car problems. Additionally, council members were recognized.

Transition Plan for New Courses in the Fall

Dee

- Plan for disseminating that information to the community colleges involved in the 2+2 agreement

As curriculum changes progress through the system, Dee reminded council members that department heads and program coordinators should meet with the Registrar’s office to update changes. Articulation agreements need to be updated with community colleges to reflect the curriculum changes.

Standardized Test Scores/Graduate Admissions

Dan

At the Associate Dean’s meeting, it was discussed that Graduate School will be monitoring standardized test scores more closely in relationship to admissions. Conditional admits/provisional students will also be monitored.

CEAP Space Restoration and Repair Priorities (Safety)

Dan

Associate Deans have been asked to provide a list of building renovations which are safety related. Please provide any noted needs and a justification of the need to Dan within the next few days.

Articulation of all programs within UNC System

Dan

(Transfer Credit Evaluation)

Larry Hammer discussed with the Associate Deans the feasibility of developing clear transfer rules (cross walks) among the university schools in North Carolina. This would enable the Registrar’s Office potentially to automate this process. Dan asked for feedback from the council about this proposal. The council noted 1) overall support for the concept keeping in mind that community colleges are ahead of the curve on this process already, 2) what will be the mechanism for upkeep once developed, 3) what is the current intention for review, e.g. one hundred and two hundred level courses or additional course work. The council discussed the positive impact this would have on transfer students.

Enrollment & Retention (Targeted Program Growth)

Dan

Dan asked department heads to consider which programs are currently positioned to expand enrollment and provide rationale for growth. Department heads should discuss this with faculty and provide feedback at the program growth meeting on Monday.

Summer Session Internship Pay Scale-Level 1, 2, 3

Dan

The council discussed setting a college level pay scale for internships at level one, level two, and level three. The council set independent studies at 75(faculty)/25(university) split and will discuss the pay scale for internships at the department head on Monday.

Teaching Fellows Scholarship Regional Finalists

Jackie

There are 2100 students who apply each year for the program. Regionally, there are 890 students who have progressed to the second round. 290 students have listed Western as one of their choices. WCU recruitment day is February 6th and those who listed Western
are invited to campus. In March, those receiving scholarships are placed based on their ranking. Departments can assist by contacting students who have expressed interest within their department. Departments may ask faculty to participate as a part of the meet and greet or make phone calls directly to finalists. Recruitment of Teaching Fellows ends on February 12th.

**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 15th**

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

- _Some Students Fare Better Under WNC-trained Teachers_*
  - Citizen-Times

  *Handouts-sent electronically*

**Important Dates**

- **February 4, 2010**
  - 3-5 Yr Reappointment Files due to Provost
- **February 6, 2010**
  - Teaching Fellows Recruitment Day
- **February 9, 2010**
  - Post Tenure Review Files due to Dean
  - 1st Yr Reappointment Files due to Dean
  - Middle School Teachers of Tomorrow
  - 1st Yr Reappointment Files due to Provost
  - Post Tenure Rev AA12 due to Provost
- **February 23, 2010**, 9:00 a.m., Ramsey Ctr.
  - CEAP Meets with Chancellor Bardo and Provost Carter
- **February 24, 2010**
  - Carolann Tomlinson Partnership Event
  - Carolann Tomlinson Student Presentation
  - Deadline for College Alumni Survey
- **March 17, 2010**, 3:30 p.m., KL 104
  - Dean’s Appreciation Luncheon
- **March 25, 2010**, TBA
  - WCU Spring Awards Convocation
- **March 26, 2010**, TBA
  - CEAP Honors and Awards Ceremony
- **March 31, 2010**
  - CEAP Meets with Chancellor Bardo and Provost Carter
- **April 9, 2010**, KL 104
  - Carolann Tomlinson Partnership Event
- **April 16, 2010**, 3:30 p.m., FPAC
  - Carolann Tomlinson Student Presentation
- **April 21, 2010**, 3:30 p.m., UC Grandroom
  - CEAP Honors and Awards Ceremony

**09-10 Leadership Council Dates:**

- **January 22, 2010**
  - February 5, 2010
- **February 19, 2010**
  - March 12, 2010
- **March 26, 2010**
  - April 9, 2010
- **April 23, 2010**
  - May 7, 2010
- **May 21, 2010**
  - June 11, 2010

The council meeting was adjourned at 12:00 p.m.

Submitted by – Mary Rompf

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