College of Education and Allied Professions Leadership Council

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


Members absent:  J. Anderson-Ruff, J. Jacobs

Others present:  A. Alexander for ELF, M. Rompf

Department heads, Lee and Michael met to discuss course scheduling at 8:30. Other council members will join the meeting at 9:30 AM. Michael thanked the department heads for their work.

Announcements:  Council Members

Lee announced that the CEAP Curriculum committee made a policy change to require all AA5s, which come to the curriculum committee, include the technical review checklist provided by the Provost office. A new curriculum guide has been sent to department heads which included this information.

Kim announced that several high school students from Smoky Mountain High and Cherokee High were on campus on Wednesday for a tour and to explore opportunities to come to WCU.

David reported that the Psychology program reviewers will be on campus next Monday and Tuesday.

Minutes  Motion and second to approve the minutes of the January 16, 2009 meeting. Motion passed.

Guest Speaker  David Claxton, “College Newsletter”

David asked the departments to provide a short blurb (2 paragraphs) about what is happening in the department that may be of interest to alum. This write could include information like what may be happening with a faculty member, new initiatives, or what alums may be doing. Please submit this information to David Claxton by the end of the February. The Alumni Office will send out an electronic college newsletter that will have a link “would you like to see what is going on in your department?” This information will be requested and updated once or twice a year. The Development Initiatives booklet will be sent to past donors of the college along with a letter from David asking for donor feedback on updating this pamphlet for future initiatives.

Dean’s Report  Michael reported the following:
- CEAP meets with Chancellor Bardo and Provost Carter on Tuesday at 3:30 p.m. in Killian 104 – Please encourage faculty and staff to attend.
- Positive Leadership – we are in it together. These are tough times and your leadership is important.

Discussion

**Oakridge, TN Opportunity-ARC Grant**

Kim distributed information on an opportunity for high school students, age 16 years or older, to participate in workshops during the summer on science and technology topics. ARC can assist with travel costs. There are funds available to send 5 – 10 students. Please assist in getting this information to partner schools who can recommend students to participate in this program.

**Travel and Purchases**

Michael

All purchases and services must be approved. AJ will approve purchases. A handout with the process was distributed to all council members. A handout on travel was provided to the council. Please review this information and share with folks. Deans will make travel approvals on a case by case basis.

**Guidelines for Peak Performer Selection**

Michael

- Deadline for submitting nominees is extended to March 1, 2009 for the 08-09 academic year.

A proposed guideline sheet was provided to council members for their review. Michael requested feedback from the council. The council approved the guidelines developed for selecting peak performers.

**White Board in KL 114**

Michael

Council agrees that, funds permitting, a white board should be added to KL 114. Michael asked Mary will look into this.

**Requests for Attendance at Spring 2009 Events**

Michael

If there is an upcoming event that you would like the Provost or a member of the Provost’s Office to attend, please submit requests to Mary by Friday, February 7th. An electronic form for submitting requests has been sent to council members.

**Policy on Number of Visits for Intern Supervision**

Ken

And Load Guidelines

Ken reviewed a policy proposal regarding the number of intern visitations and what constitutes the equivalent of a 3 hour course assignment. The council discussed the proposal, FTE generation and course load. Michael asked that departments review this information with faculty. The proposal will be reviewed by the council at the next leadership council meeting.

Computers have been checked out for supervision use. Remote locations are being supervised by Ken, Lisa, and Sharon. Flip video cameras are also being used in situations where there are firewalls issues.

*Handouts*
Task List Status Report

Peak Performers
Remove from task list.

OPT Nomination Process
Electronic correspondence about the OPT nomination process has been sent to the entire college. In the past, there have been issues regarding university supervisors receiving this information. Remove from task list.

TaskStream and QEP
QEP sessions are being held this afternoon. Lee encouraged council member to attend.

Satisfaction of Faculty/Staff Survey
Renee recommended that based on the current economic situation, this may not be an appropriate time to survey. Renee suggested satisfaction surveys be suspended for a period of time.

For Information
Program of Excellence Awards *
Michael
Paul A. Reid Award *
Michael

Michael recommended that council members consider nominations of colleagues for the Paul A. Reid award.

Important Dates

January 30, 2009, KL 104, Noon
Re-Visoning 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 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 10:30 a.m.

Submitted by – Mary Rompf

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