College of Education and Allied Professions Leadership Council

The CEAP Leadership Council met on Friday, February 15, 2008 at 8:30 a.m. in Killian 218.


Members absent: J. Anderson-Ruff

Others present: M. Rompf

Announcements

Kim reported that a candidate is being considered for the Teacher Recruitment position. An offer may be made by the end of the day.

Kim also told the council that 420 calls have been made to potential teacher education students to date. Kim distributed to some council members call back information sheets of perspective students requesting a call from a faculty member.

Jackie reported that 138 prospective students attended the Teaching Fellows recruitment day. There was a lot of positive response.

Jackie reminded council members that OPT and Stephanie Stowe nominations are due to her office by February 29th. Information has been sent out to departments. In order for a student to be eligible, there must be a matching nomination from the cooperating teacher and either the student’s university supervisor or academic advisor. Jackie will send a weekly updated list to department heads of nominations received so that this information can be provided to faculty.

Ruth reported that a candidate for the elementary literacy position will come to campus next Thursday and Friday. The candidate will conduct a research presentation on Friday, February 22nd, at 9:30 am. Please encourage colleagues to attend this presentation and welcome the candidate.

Jacque reported that a candidate for the ELF research position will be on campus next week. The candidate will give a presentation to the college on Wednesday, February 20th, at 10:00 am. Again, please encourage colleagues to attend these presentations.

Dale reported that CEAP had a recruitment table at the Science Fair manned by a graduate student from Elementary Middle Grades Education.

Jacque reported that there are 10 principal fellow applications due to the MSA online program.
Minutes

Motion and second to approve the minutes of the February 1, 2008 meeting. Motion passed.

Dean’s Report

Michael reported the following:

- **UNC Tomorrow** is a top priority of the university. Please rearrange your schedules to accommodate meetings of the committee as committee work must be performed under a short time frame. The B-20 Education workgroup will perform scanning to ensure input from stakeholders.
- **Social security number security** is a top priority. Computers should be shut down at night. When permission is granted to keep data, files should be password protected and stored on the H drive.
- **Provost council** reviewed “what is on a diploma.” This will remain basically the same.
- **Steam plant shut down.** This is an annual summer event. Be sure to check the schedule when making plans.
- **Student Assessment Instrument** – there will be an open forum upcoming.
- **University website** - CMSE went active yesterday. Elaine created a new center brochure at the same time the website was designed.
- **Graduate student symposium** enrollment is way down. Excessive email may be an issue in responsiveness. Email will be a topic at the next council of deans work day.

Discussion

**Summer School Course Offering Decline**  
**Michael**  
Reason for decline may be that the process changed and a trigger may not have been in place for notification. This will be a topic added to the next deans’ council. Make sure that we are focused on our students and program needs as well as recruiting faculty to teach summer school courses.

**Letter to SGA from Provost**  
**Michael**  
The Provost’s response should be disseminated to both faculty and staff. Please add as an agenda item for department meetings.

Dale added that transfer students into the Teacher Education program may not be aware of the requirements to the program if they have already had BK250 or EDCI 231. Dale asked the council for ideas on how to contact transfer students and make them aware of the teacher education program requirements. Michael asked Kim to add an action item about retaining/advising transfer students to the Teacher Recruitment/Retention plan.

**Chancellor TaskForce on Teacher Supply/Demand Topics**  
**Directors**  
Kim shared potential topics with the council. These four topics were identified: 1-alternative licensure programs, 2-recruiting minority teachers, 3-high need teaching area – math & science, and 4-high need area – special education. Jacque suggested that recruitment of principals be included as a roundtable discussion topic.

**Transition of IT Support Staff**  
**Lee**  
Colby will be transitioning out to a position working with William Frady in maintaining e-classrooms across campus. During the transition period, the best mechanism to
request help will be to contact the help desk. Lee is on the search committee for the college replacement. An email will be sent by Lee informing our college of the change.

Teacher Candidate Program Completion Evaluation  
Renee

Renee distributed program completer evaluation data to the council which shows a variation and decline in some areas from spring 07 to fall 07. The assessment committee reviewed this information yesterday and noted one issue which appears to be a misunderstanding by our students on what is meant by the term “academic supervisor.” Clarification of this will be made in the future. The assessment committee is now able to use this data for program improvement recommendations and course curriculum changes.

New Deadlines and Restrictions on Placing Interns  
Ken

Please remind faculty of the deadlines for placing interns. February 29th is the deadline for guaranteed placement. Due to high numbers it is important to meet this deadline. Current projections indicate that the number of interns in schools will double. Michael thanked the council for reviewing policy and procedures during this time of program growth. Ken reviewed the requirements/restrictions for assigning non-traditional field experiences (placements outside of western’s region) which are under review by the associate deans and directors of field experiences for the UNC system.

Redefining “Diverse” Field Experiences *  
Ken

After discussions with the PEC and other Field Experience Directors, Ken presented to the council a new definition for diverse field experiences. At the March field experience meeting, Ken would like to present this expanded criteria to the field experience advisory committee for consideration. Ken requested input from the leadership council. He noted that this change would raise the bar in terms of requiring two experiences based on the new criteria and would allow for having an experience with a population different than your own instead of the current requirement of having an experience in a school with at least a 20% minority population. Ken will send out the current definition and the newly proposed criterion electronically for the council to review.

Action Item: Add Redefining Diverse Field Experiences to Task List.

NC School Report Card Data/NCWISE  
Bob

Bob stated the hope NCWISE is to use of this data in methods classes and graduate level projects if we can obtain this information. Bob asked the council what might they thought might hopeful to locate in the data base searched. David proposed that Bob forward this data to him so that graduate level research classes may be able to use this database for a class project. Kim suggested that we bring on board an LEA for testing coordinator to help in this initiative.

ADD: Discussion item for next meeting.

Jamaican Course Evaluations  
Bob

Bob experienced an incident where evaluation data was not being received. He recommended that a packet be distributed to the student with postage for the student to mail as basis to begin a discussion with the council. Jacque reported that currently, Lois Stiles is compiling data that is being brought back by ELF faculty in a signed,
sealed envelope by the student. Bob and David will work on identifying future processes for the college. ADD: task list item.

**MSA Program Standards Update**  
Jacque

MSA Standards TaskForce is in the final stages of its work. The biggest issue remaining is addressing artifacts related to standard one. Jacque asked that council members be aware this is out there. A rubric is being developed for program evaluation.

**Task List Status Report**

<table>
<thead>
<tr>
<th>Task List</th>
<th>Responsible Person(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jamaican Course Evaluation Process</td>
<td>Bob H/David</td>
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<td>Redefining Diverse Field Experiences</td>
<td>Ken</td>
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<td>Incentives for Using TaskStream</td>
<td>Renee</td>
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<td>Space in Belk</td>
<td>Michael</td>
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<td>TaskStream and QEP</td>
<td>Bob H/Lee</td>
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<td>Acceptable Use Policy for Media on the Web</td>
<td>Bob H</td>
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<tr>
<td>Accounting for Faculty Going to Jamaica</td>
<td>Department Heads</td>
</tr>
<tr>
<td>Timing of the Due Dates of Annual Reports</td>
<td>Renee</td>
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*A statement is being developed stating that annual reports are due May 15th if you are going to Jamaica or elsewhere; otherwise, the due date is May 30th. This can be removed from the task list.*

Data Reporting - Type and Frequency

Renee

**Information - Please review this handout.**

What is export control? * Michael

*Handouts*

**Important Dates**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Details</th>
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<tbody>
<tr>
<td>February 15, 2008</td>
<td>Viewbook Revisions DUE</td>
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<tr>
<td>February 15, 2008</td>
<td>CEAP Luncheon on DPI Program Review Process and 21st Century Standards</td>
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<tr>
<td>February 22, 2008</td>
<td>PTR Report for CEAP DUE to Provost</td>
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<tr>
<td>February 22, 2008</td>
<td>1st Yr Reappointment Candidate Files DUE to Provost</td>
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<tr>
<td>February 27, 2008</td>
<td>Botner Award Candidate Files DUE to Dean's Office</td>
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<tr>
<td>March 1, 2008</td>
<td>Peak Performer Nominations DUE</td>
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<tr>
<td>April 4, 2008</td>
<td>Chancellor Task Force on Teacher Supply and Demand</td>
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<tr>
<td>April 10, 2008, KL 104, 11:30-1:00 PM</td>
<td>Dean's Appreciation Luncheon</td>
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<tr>
<td>April 22, 2008, KL 104, 3:30 PM</td>
<td>CEAP Honors and Awards Ceremony</td>
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<td>April 24, 2008, Illusions &amp; UC Grandroom</td>
<td>Reception and Dinner Honoring Deanship of Michael Dougherty</td>
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<tr>
<td>May 7, 2008, KL 104, 2-4 PM</td>
<td>Campus-wide Drop-in Reception for Dean Michael Dougherty</td>
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**Leadership Council Dates through June 2008:**

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<thead>
<tr>
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<tbody>
<tr>
<td>February 29, 2008</td>
<td>May 2, 2008</td>
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<tr>
<td>March 14, 2008</td>
<td>May 16, 2008</td>
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<td>April 4, 2008</td>
<td>June 6, 2008</td>
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<td>April 18, 2008</td>
<td>June 20, 2008</td>
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The council meeting was adjourned at approximately 11:00 a.m.

Submitted by – Mary Rompf

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