College of Education and Allied Professions Leadership Council

The CEAP Leadership Council met on Friday, February 27, 2009 at 8:30 a.m. in Killian 218.


Members absent: D. McCord

Others present: J Habel for Psy, M. Rompf

Announcements

Jacque reported that Educational Leadership and Foundations has filled its research position.

Lisa announced that the Educational Consultant position will soon be advertised. If you know of someone who may be interested, please encourage them to apply.

Jackie reported that the Teaching Fellows regional screening was held at Western this past Saturday. There were 84 interviews conducted.

Dee reported that Elementary and Middle Grades Education held a successful advising day. 144 students were advised in a group setting.

Minutes

Motion and second to approve the minutes of the February 13, 2009 meeting with one minor edit to the teacher education interview. Motion passed.

Dean's Report

• Update from 2/17 Council of Deans and the 2/26 UNC Council of Deans
  a. BK residential program has been approved to go on inactive status by the council of deans.
  b. Collegial Review Scheduling – Faculty evaluation and reappointment will be made more seamless. This is being looked at as to how we will proceed in the future.
  c. AA5 – Graduate school has questions that will need to be answered prior to approval process.
  d. The Provost Office would like to be informed of all college level events. Please include these in the future even if attendance from the Provost Office is not requested for the event.
  e. Chapel Hill – UNC system is looking to assess teacher quality in relationship to end of year tests at the middle grades level. Assessment will examine entry patterns, persistence and retention, and impact of alternative entry candidates on student achievement. The purpose of the assessment is to evaluate campus to campus comparisons and look for best practices to improve the quality of teacher education.
  f. Stimulus package was reviewed.
• Budget
  a. Faculty searches are on-going. Michael will need to obtain permission from the Provost prior to filling positions.
  b. Purchases (non-personnel) expenditures are to be postponed until July 1 – effective immediately. Any exceptions to the rule requests must be submitted in writing to Michael for consideration. Travel reimbursements and check requests must be submitted to the dean for approval. Michael will send an email to the Provost Office requesting clarity on dealing with items that are in the pipeline.
  c. Phase I – budget reductions. The release of budget reduction information to campus is expected sometime following the mid-March Board of Trustees meeting. Please be supportive during these difficult times.
  d. Phase II – budget reductions will include a review of program offerings.

Discussion

Update on Council of Deans Workday

Council Members

Dan

• Emergency Drill - There will be a shooter drill during spring break. At 12:30 p.m. on Tuesday March 3rd, the drill will take place. Please be sure that there is someone available to receive phone calls.
• Bright Idea Staff Award and Star Staff Award for SPA - Information has been sent to the college via email. Please consider nominating a staff member for these awards.
• Faculty expectations during breaks – The university does not have a policy on faculty expectations during breaks. If a faculty member will be absent or away at conference during a regularly scheduled class, please remind faculty to complete the form to notify the department.
• Master syllabus – the purpose of the master syllabus concept is to make sure that there are clear objectives set for programs across the board.
• Spangler Grant – Funds are available for an endowed professorship through the Spangler Foundation. Each college is to put forward an area within the college for consideration. Dan will send additional information to the council following today’s meeting.
• Department Head Workshop Topics – please contact Beth with items that you would like added to the agenda.

Jamaican Program Accreditation

Dan

Jamaican Ministry would like Western to go through their accreditation process. The Jamaican accreditation team will be on campus for a site visit July 19-25. A rough draft report will be completed prior to the visitation. The final report is due November 1st.

FTE Generation to Departments - How to do?

Michael

A composite of all departments will be posted for faculty viewing/transparency by the end of April. This timeline will provide departments the opportunity to continue the discussion/education process about FTE generation with faculty. In addition to having viewable data, department heads may provide a narrative explanation of the data to be posted with the FTE composite.
**Peak Performers**

Michael

The council discussed and agreed that photographs of the current year peak performers would be hung in Killian 104. A perpetual plaque of previous and future recipients will be hung in Killian 104.

**SMART Board Installation–KL 114**

Michael

The use of SMART boards is popular in the public school system. A SMART board has been ordered so that students will have the opportunity to train on the use of SMART boards in their courses. Lee asked the council for feedback regarding the hanging of a SMART board in Killian 114. The council agreed and unanimously approved the addition of a SMART board. Michael asked Lee to review the technology strategic plan for CEAP and to hold a discussion with the technology committee about developing a plan to possibly put SMART boards throughout the classrooms in Reid and Killian.

**Field Experiences Evaluation Data Update**

Renee

Renee asked the council to provide feedback on whether or not a disclaimer should be posted in Task Stream stating that the comments received from cooperating teachers may be shared with your department head. The council agreed that a general statement in Task Stream would be acceptable. If there are comments which indicate that a student is experiencing difficulty, a policy and practice needs to be developed as to how and by whom student issues will be addressed. Michael asked Dan, Jacque and Ken to discuss and develop a policy and practice on dealing with student issues and to present a proposal at a future leadership council meeting.

**Teaching Fellows Regional Screening Update**

Jackie

The Teaching Fellows regional screening is hosted by Western every other year. There were 874 students interviewing throughout the state. 84 interviews were held on Western’s campus. Jackie noted that she received a lot of positive feedback from students and their families. At the end of March announcements will be made regarding placements.

**Scholarship Update**

Jackie

Information for the honors and awards celebration is being pulled together for the ceremony which will be held on April 22nd in the UC Grand room. The autobiographical form, that the student completes, has been streamlined this year so that each student will have a similar amount of text in the awards booklet. We are waiting on information regarding the monetary amounts for the scholarship awards.

**OPT Process Update**

Jackie

Jackie asked the council for feedback on a draft of the OPT process and timeline. The council agreed with the suggested timeline changes. A discussion on consolidating the nomination form took place. Michael asked Jackie to develop two proposals for future nominations forms and bring back the proposal back to the council at a future meeting.

**Teacher Recruitment Faculty Phone-A-Thon Results**

Kim

Kim reported strong results from the recent phon-a-thon. Students also participated in the process. Responses were positive and there are promising candidates for several of our programs.
Kim provided a letter to the council from Julia Hunt and asked that council members share the letter with faculty. The letter included a list of senior project topics. This is a great opportunity to tie in with the QEP Western student involvement. Michael asked departments to consider how this may fit into our programs.

Michael asked Dee and Dan will formulate a plan to handle transfer students entry to the teacher education program.

*Handouts*

**Task List Status Report**
TaskStream and QEP  
Lee

**For Information**

_Thinking Forward: Preparing Our Student for the Future_  
Michael

**Important Dates**

- **February 23, 2009,** Noon  
  1st Year Dossiers Due to Provost Office
- **March 1, 2009**  
  Good News & Peak Performer Names Due
- **March 19, 2009,** University Center  
  Reach to Teach Program
- **March 20, 2009,** 11:00-3:00, Camp 145  
  Drop Out Prevention "Think Tank"
- **March 24, 2009,** 5:00 PM, KL 104  
  Teacher Focus Groups w/EDCI Classes and Public School Educators
- **March 25, 2009,** Camp Bldg  
  English Curriculum Dialogues Follow-up Session
- **March 31, 2009,** 4:30 PM, Camp Bldg.  
  Recruitment Sub-committee, ORE/ARC Advisory Board Meeting
- **April 3, 2009,** KL 104  
  Dean's Appreciation Luncheon
- **April 22, 2009,** UC Grandroom  
  CEAP Honors and Awards Ceremony

**Leadership Council Dates through May 2009:**

- **February 27, 2009**  
- **March 13, 2009**  
- **April 17, 2009**  
- **March 27, 2009**  
- **May 1, 2009**

The council meeting was adjourned at approximately 10:55 a.m.

Submitted by – Mary Rompf

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