College of Education and Allied Professions Leadership Council

The CEAP Leadership Council met on Friday, March 13, 2009 at 8:30 a.m. in Killian 218.


Members absent: L. Bloom

Others present: M. Ray for Human Services, M. Rompf

Announcements:

New Password Policy
Passwords must be changed by Tuesday, March 17th. Lee recommends that anyone who has a WCU laptop at home, please bring the laptop to campus and change the password on campus. Lee will send an email to CEAP about this.

Jamel created a video presentation that she showed at the QEP Service Learning session. Michael asked Jamel to show this presentation to the council at a future council meeting.

Jamel reminded the council that the diversity book club dialogues are being held today and on April 17th in Killian 104.

Seventy-five students are scheduled to come to Western to participate in the annual Reach to Teach recruitment program. This year an activity for the participants will be combined with the Rural Urban Exchange students.

Minutes

Motion and second to approve the minutes of the February 27, 2009 meeting. Motion passed.

Dean’s Report

Michael reported the following:
- Deans will meet with the Chancellor and Provost on Monday to discuss academic programs and programs of excellence.
- The Provost Council will meet on Tuesday. More information will be forthcoming on budget.

Discussion

Leadership Council Contact List
Michael asked the council for input on creating a list of home, cell and office numbers for distribution to council members. There were no objections to creating this list. Michael asked Lee to coordinate.

AACTE Webinar - Getting Ready: The Teacher Quality Partnership Grant Competition -March 19, 2009 @ 1:30-3:00pm
Ken, Jacque and Janice have expressed interested in participating in this webinar. Anyone else interested in doing so, should contact Michael by noon today. Mary will register participants.

OPT and Scholarship Update

Jackie reviewed the final list of OPT recipients with the council. Jackie reviewed a new nomination form that provides the cooperating teacher and university supervisor with the option of completing one form together or submitting separate forms. The council unanimously endorsed usage of the new form beginning next academic year. Jackie reviewed a revised OPT nomination timeline for fall and spring which the council also endorsed.

Jackie told the council that the scholarship process has been handled well within the college. Student award letters are typically sent out in March once funding is calculated. Due to scholarship endowment funding experiencing a 19% loss in revenue this year, there will be reduced funding available this year. Jackie has mapped out a plan to ensure that all scholarship recipients are funded this year. Michael thanked Jackie for her hard work and support of our students.

New Centralized Printing System

Lee provided the council with an update of the new print management system and the forum that was held yesterday. The new system, motivated by the PACE initiative, will cost units .05 per page for black and white and .25 for color copies printed on the print management system. This charge will include cost for equipment, maintenance, paper, toner and service. Next steps in the implementation process include defining limits, reporting options and scheduling of training. The equipment will be placed in buildings March 23-April 10th. Building placements for Killian and Reid were reviewed with the council. Units may consider keeping their existing print units until toner has been exhausted. Michael asked units to resubmit rollup requests and include a pay for print charge of $500 per department. Unit heads should begin the culture change within their units. Lee is available to review the process with a department if needed. Michael asked units to begin discussions on how to manage cost. Jacque suggested there be an opportunity for units to review a list of who/what is being charged to a unit.

FTE Generated by Individual Faculty

Lee

Postponed to next meeting.

Proposal for Intern Site Visitations *

Ken reviewed a proposal for visitations by university supervisors with student interns for the council’s endorsement. Michael asked Dan to follow-up on the NCATE standard amount in relationship to load. The council further discussed the proposal with a removal of language with reference to load. The council endorsed the proposal with a removal of reference to university supervision load.

M5-336/EBAD Beta Test (Process & Data)

Dan/Lee

Lee reviewed with the council the results of the pilot M5 survey which was conducted in two sections of EDCI 231. The process was well received overall. Administering the survey in class provided Lee with an opportunity to assist students who had not enrolled in Task Stream. Results of the M5 will be provided back to the students as a general
report back to students in class. Students will have the option to meet with someone in the Psychology lab to review personal results if they desire to do so. This provides a learning opportunity for Psychology graduate students to explain the M5. Results of the diversity survey will be sent to the Leadership Council. A plan for administering the survey to alternative licensure and distance students needs to be developed. Dan, Lee, Janice and Bob H. will discuss and bring a proposal to the council.

**Director’s License Renewal**
*Dan*

Dan conducted an external scan to see what other universities require directors to do in order to renew their license. A proposal, similar to what methods faculty typically do, was proposed to the council. The proposal which included a spreadsheet of requirements was endorsed by the council with two additions.

**Student Issue Repository Feedback**
*Dan*

Dan reminded council members a request was sent for feedback on the student issue repository. Council members should respond to Dan prior to the next Leadership Council meeting on March 27, 2009.

**Career Journal**
*Dan*

Each department is asked to prepare a small blurb on their department and send to Dan by March 31st. Topics could include what your department does to prepare graduates for the 21st century.

**Differentiation in Instruction**
*Jacque*

Postponed to next meeting.

**Change in Major Processes/Update on Transfer Processes**
*Renee*

Postponed to next meeting.

*Handouts-sent electronically*

**Task List Status Report**

TaskStream and QEP  *Lee*
Facility Load Re: Visiting Intern Is and IIs  *Department Heads*

**For Information**

**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 25, 2009, 5:00-6:30 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  
  Summer Graduate Assistant Requests  
  DUE to the Graduate School
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
May 1, 2009  Graduate Assistantship Paperwork  DUE to the Graduate School

Leadership Council Dates through May 2009:
March 13, 2009  March 27, 2009
April 17, 2009  May 1, 2009
May 15, 2009  May 29, 2009

The council meeting was adjourned at approximately 10:45 a.m.

Submitted by – Mary Rompf

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