College of Education and Allied Professions Leadership Council

The CEAP Leadership Council met on Friday, March 14, 2008 at 8:30 a.m. in Killian 218.

**Members present:** J. Anderson-Ruff, B. Beaudet, L. Bloom, R. Corbin, D. Carpenter, M. Dougherty, K. Elliott, J. Holt, B. Houghton, J. Jacobs, D. McCord, L. Nickles

**Members absent:** E. Franklin, K. Hunt, R. McCreary, J. Smith

**Others present:** S. Dole, M. Rompf

**Announcements**
Jacque and Janice reported on their trip to Japan and the council discussed implications and next steps.

Jamel just returned from a student recruitment trip to the eastern part of the state. The university effort was very well received. Many students filled out student cards and applications of interest to Western. The Office of Admissions will follow up with these students. A pool of junior and sophomore prospects for teacher education is being developed.

**Search Updates:**
- EMGE has 2 candidates for both the Literacy and Science position in EMGE.
- ELF search committees will review candidates and make offers for the C&I position and Research position next week.
- Three candidates will be coming in to interview for two clinical psychology positions during the last week in March.
- The Teacher Recruiter position has now gone through its second failed search. Michael and Kim will be meeting with Kathy Wong to discuss strategy.

**Guest Speakers**
**Sharon Dole, "Learning Management Task Force"**

Sharon is a member of the Learning Management and Technology support Task Force. She has asked the council for input on what the college would like to see in the future. The Task Force is looking at what is happening on campus now, what other universities are doing, and what WCU’s future needs may be. The council discussed the question: “is blackboard meeting our needs?” Limited capacity may cause a priority access system to be developed. Down time of the blackboard system is forcing faculty to use “open” systems which may have confidentiality issues. Whatever system that the university chooses should have support 24/7 and be able to talk to the banner system. The new system should be called by its true name versus cat something. A recommendation of Advisor Track software was discussed as a part of the learning management that is a...
scheduling tool for advising appointments. Michael requested David to make a presentation on the software to the council at a future Leadership Council meeting. The college has a task force on integrating technology databases to “talk”. It was recommended that the Learning Management Task Force have dialogue with the college task force. Sharon requested council members email her with any other thoughts they may have.

Minutes

Motion and second to approve the minutes of the February 29, 2008 meeting. Motion passed.

Dean’s Report

Michael reported the following:

- **Human Services meeting with the Provost.** The Provost met yesterday with the human services department. The Provost was complimentary and supportive of our college.
- **Provost council updates:**
  - **Glenda Hensley.** Spoke about Institute for Global Humanities.
  - **Process for Producing Publications.** Please review this handout for information. “Ask early, ask often.”
  - **Supplemental Instruction.** Advanced students may hold classes for others.
  - **American Express Card.** Looking for stand alone cards in the future.
  - **Fall enrollment.** Looking good at this point. 1500-1700 freshman students are expected. Western’s first year with a non-refundable deposit.
  - **Tenure-track faculty teaching liberal studies courses.** Overall CEAP does this well.
  - **Email is not a conversation tool.** Consider picking up the phone and having a conversation. When dealing with a “ticklish situation”, look at the problem, contact the other person, and work it out. Be thoughtful and diplomatic in all conversations. If you are in a conflicted situation, consider face to face or by phone or if you are sending an email, think before you hit "send."
  - **Short Session.** Begins May 15th; the Pre-college made it into the budget and will become a part of the recurring budget if this is passed. There will also be dollars requested for the support of beginning teachers.

Discussion

**April 5th Due Date for Ordering Books** *Michael*
Handout in package, please review message from Erskine Bowles. If books are ordered on time, there is an opportunity to reduce costs. Encourage faculty to submit requests timely.

**Add to future Leadership Council for Discussion:** summer book rental fees for online courses.

**Definitions of Centers & Institutes** *Michael*
The deans’ council is working to develop definitions for these.
Requests for Attendance at Spring Events *  
Michael
Please submit any requests for attendance at events from the Provost office to Mary by Tuesday, March 18th.

Update Teacher Recruitment Plan  
Kim
Kim provided an update to the council on the teacher recruitment plan:

• a luncheon with area community colleges is planned
• teacher recruiter position not yet filled, considering renaming this position to educator recruiter
• 12 student recruiters, working Wed and Thurs evenings, have made thousands of contact phone calls to potential students
• TRP has supported updating the following marketing materials: department brochures, bumper stickers gotowestern.com, alumni classroom decals, pencils and post-it notes to give to potential students
• Fast track programs with AA5s has been very successful
• Discussions on double-majors are well underway
• Kim thanked the departments and college for the collaborative efforts.

Update Chancellor Task Force on Teacher Supply  
Kim
Dale, Janice, Ruth and Kim are working on the planning. The event will be held on April 4th in the Camp Building dining room. Topics, discussion questions and facilitators have been determined. Specifically, this event will look for concrete contextualized feedback for what we can do at Western with our partnership schools.

Resolution on Support of University Technology  
Lee
Infrastructure *
Lee discussed a proposal/resolution from the CEAP Leadership for presentation to university leadership to ensure the university supports the needs of the college technology needs. The council endorsed the resolution.

Form to Account for Faculty Going to Jamaica *  
Council
The existing form to account for faculty teaching in Jamaica was reviewed by the council. To date only one form has been submitted for this academic year. The council explored how do we administer and what is the purpose of the form. The purpose is to ensure that campus course responsibilities are being covered when someone goes to Jamaica. Edits to the form were suggested. There was discussion that Jamaican courses should possibly be loaded into Banner by CEAP. Michael and Dale will have a procedural discussion with Outreach Education. This new procedure would allow for the department head to verify that the travel form has been completed prior to adding the faculty name into Banner. Dale updated the council on the following: a folder on CEAP tracks this data. Outreach Education now has access to the folder.

Satisfaction Survey of Current Students *  
Renee
Satisfaction of Faculty/Staff Survey *  
Renee
Draft survey satisfactions categories/questions were distributed to council members for their review. Renee requested feedback for other items to be included on the surveys. 
Add to Leadership Council for discussion at a future meeting.
Redefining Diverse Field Experiences*  Ken
Guidelines for Supervision of Interns and Student Teachers Ken/Dale
Postponed.

Task List Status Report
Jamaican Course Evaluation Process  Bob H/David
Redefining Diverse Field Experiences  Ken
Space in Belk  Michael
TaskStream and QEP  Bob H/Lee
Acceptable Use Policy for Media on the Web  Bob H
Accounting for Faculty Going to Jamaica  Department Heads

Information
Office of Public Relations - Div of Adv & Ex Affairs *  Michael
*Handouts

Important Dates
March 1, 2008  Peak Performer Nominations DUE
March 17, 2008, 3:30 PM, KL 104  CEAP meets w/ Chancellor and Provost
March 18, 2008  Submit Names for Good News Awards
March 25, 2008  Fall Part Time Faculty Requests DUE
April 4, 2008  Chancellor Task Force on Teacher Supply and Demand
April 10, 2008, KL 104, 11:30-1:00 PM  Dean's Appreciation Luncheon
April 11, 2008  SUTEP Reach to Teach
April 14, 2008, 5 PM, Camp Dining Rm  SUTEP Recruitment Sub-Committee Mtg w/ ORE Advisory Board Mtg
April 22, 2008, KL 104, 3:30 PM  CEAP Honors and Awards Ceremony
April 24, 2008, Illusions & UC Grandroom  Reception and Dinner Honoring Deanship of Michael Dougherty
May 7, 2008, KL 104, 2-4 PM  Campus-wide Drop-in Reception for Dean Michael Dougherty
October 21, 2008, Ramsey Center  High School Teachers of Tomorrow
February 10, 2009, Ramsey Center  Middle School Teachers of Tomorrow

Leadership Council Dates through June 2008:
March 14, 2008  May 16, 2008
April 4, 2008  June 6, 2008
April 18, 2008  June 20, 2008
May 2, 2008

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.