The CEAP Leadership Council met on Wednesday, March 23, 2011 at 10:00 a.m. in Killian 218.

**Members present:** G. Ayuninjam, D. Brotherton, D. Claxton, R. Corbin, E. Franklin, D. Grube, J. Holt, M. Karvonen, D. McCord, W.D. Nichols, L. Nickles, P. Schoon

**Members absent:** E. Franklin, J. Smith

**Others present:** K. Frederick, M. Rompf

**Minutes**

Motion and second to approve the minutes of the March 9, 2011 meeting. Motion passed.

**Announcements**

Perry announced that the Outstanding Prospective Teacher (OPT) Ceremony will be held on April 28th in KL 104 at 3:45 PM. The Council discussed moving to an electronic nomination process next year.

Perry recognized the many contributions of Elaine Franklin to the College and university. She is a valued colleague. CEAP looks forward to continued collaboration with Elaine in her new role as the Director of NCCAT.

Perry announced that Teaching Fellows achieved a cap enrollment of 50 students for the next academic year. Additionally, there are prospective students on the waiting list to come to WCU.

David announced that the Health and PE majors Club will host a parents’ night out on Friday, April 1st.

**Guest Speaker**

Kurt Frederick, *Living and Learning Communities*

Kurt Frederick, CEAP Academic Advisor in the TRACS Office, addressed the council about the synthesis of the advising process, engagement and retention. For teacher education students, Kurt described the problem of a “first year disconnect.” He noted that academically students are not being engaged in what it means to be an “educator” early in their studies at Western. Typically, only three education courses are taken prior to the junior year. Providing early opportunities for first year students to engage in conversation about being educators may help to enhance retention efforts. The living and learning community model (CEAP First-year Student Engagement Proposal) that Kurt proposes is three pronged:

1) Curriculum: offer two courses during the freshman year
2) Co-curricular: engage/connect with faculty in an informal ways such as advising day, orientation, valley ballyhoo, tailgating, and mentoring
3) Residential: offer a residential component where incoming freshman can choose to reside on campus in an area specifically designated for education majors in order to set up a co-hort of education students. Kurt also told the council about WHEE TEACH, a student organization that formed itself in Kurt’s first year seminar. Overall, the Council expressed support for the model presented. Perry requested that Kurt continue this discussion and any proposed curriculum changes with the departments.

Dean’s Report

• Budget Update
Perry will send an article to the council that referenced legislative budget reduction discussions/proposals. It appears there may be an effort to somewhat protect K-12 education and community college. There are on-going discussions regarding incentives and disincentives for early retirement. Colleges have provided 15 percent reduction scenarios to the Provost. Receipts to the state are currently up; tax revenue will soon be known. It is hopeful that legislators will finalize the budget by June 1 or no later than July 1.

Business Items

Council Members

University-wide Inventory
Lee
The university will restart the practice of conducting university-wide inventory. Lee will inventory all purple-tagged items within CEAP.

Draft Computer Refresh Policy *
Lee
Lee brought forth a proposed policy from the CEAP Technology committee. If IT reinitiates a computer refresh program, CEAP would utilize this policy as a basis for establishing the refresh list. Currently, there are eleven full-time college members who have not received a computer refresh; this may be addressed in the fall.

Task List Status Report

Dispositions Policy
Dan
Field Placement Guidelines
Gwendoline
Faculty Load Re: Visiting Intern Is and IIs
Department Heads
Program Admission Requirements Review
Dan/Dept Heads
• Review completed by August 2nd

Important Dates

Sunday, March 20 – Friday, March 25, 2011
Rural Urban Exchange

Friday, March 25, 2011
Summer PAFs due to Provost Office

Friday, April 1, 2011
Summer Director Pay

Wednesday, April 6, 2011
Recommendations due to Dean

Dean
Fall Adjunct Requests due to

Wednesday, April 13, 2011, 3:30 PM, UC Grand Room
CEAP Honors and Awards Ceremony

Monday, April 18, 2011, 12:00-1:30 PM, KL 104
Dean’s Appreciation Luncheon
Leadership Council Meetings
Wednesday, March 23, 2011, 9:00 AM   Wednesday, April 6, 2011, 9:00 AM
Wednesday, April 20, 2011, 9:00 AM   Wednesday, May 4, 2011, 9:00 AM
Wednesday, May 18, 2011, 9:00 AM   Wednesday, June 8, 2011, 9:00 AM

The council meeting was adjourned at approximately 11:20 a.m.

Submitted by – Mary Rompf

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