The CEAP Leadership Council met on Friday, March 26, 2010 at 9:00 a.m. in Killian 218.


**Members absent:** D. Grube, J. Holt

**Others present:** M. Rompf

**Minutes**

Motion and second to approve the minutes of the March 12, 2010 meeting. Motion passed.

**Announcements**

**Guest Speaker** Angie Frederick, Director of the Campus Recreation Center

Angie provided handouts and talked with the council about fitness opportunities at the Campus Recreation Center. Angie reviewed both cost and non-cost activities available to faculty/staff and their families. Smoking cessation courses are being offered. Angie informed the council about [www.411fit.com](http://www.411fit.com) website which is a free resource that has been developed by UNC Charlotte. 411fit is a great opportunity to learn and track daily fitness right from your desk top. Campus walking route brochures are available. The Employee Wellness Task Force is addressing nutrition, physical activity, stress and tobacco.

**Dean's Report**

**Dean’s Workday - March**

- 81% of E & T funds are distributed to IT. All summer E & T go to IT.
- If department budgets experience a budget shortfall because of paw print, the department will be held harmless.
- Latest enrollment is projected at 9700 for next year with a freshman class of 1500-1600 students.
- Staffing plan requests (1st draft) are due to the Provost on April 15th. Staffing plans are due from department heads to the Dean by April 9th. The Provost will look at creative ways to utilize faculty lines generated by enrollment growth.

**Theme Discussion**

UNC Chapel Hill, Carolina Institute for Public Policy

*Teacher Portals: Impacts of Teacher Preparation on Student Test Scores in North Carolina*

Council members are asked to review the Teacher Portals power point and be prepared to discuss at the next Leadership Council meeting on April 9th. This information will in part help to drive the strategic planning process for CEAP.
Council Members

**Review of Faculty – AFEs**  
Perry

AFEs should be specific, evaluative and review work from year to year. Completed and signed AFEs are due to the Dean’s Office by the end of the semester. Perry distributed a handout to department heads as a guide to submit information to Perry for department head AFEs.

**Proposed Teacher Tuition Waiver**  
Perry

Please review this email request for information and provide data to Perry by the end of the day.

**Bulletin Boards**  
Perry

Department/unit requests to maintain bulletin boards in the Killian building are:
- SNCAE (outside KL 109) – ELF
- Board outside KL 204 for Human Services
- Display cabinet outside KL 268A

Please submit any additional requests to the Dean’s Office by Monday, March 29th.

**Good News Awards**  
Perry

- Received to date:
  - *Promoting Harmony*, Dave Strahan
  - *The Six Virtues of the Educated Person*, Casey Hurley
  - *Special Education for Today’s Teachers: An introduction (2nd Ed.) and Inclusion: Effective Practices for All Students*, David Westling
  - US DOE Grant-Preparing and Supporting Personnel in WNC to Teach Students with Severe Disabilities - $200,000 annually, 8/1-7/13, David Westling and Karena Cooper-Duffy
  - NC Teach II Grant Renewal - $110,000, Janice Holt
  - NC Quest Cycle VIII Continuation Grant - $141,000, Elaine Franklin

**Honors and Awards Ceremony**  
Jackie

Jackie provided the council with an update on preparation for the honors and awards ceremony. Jackie asked department heads if the scholarship liaisons would become the responsible party for overseeing the award process for each department. The department heads unanimously agreed that this would be a benefit for streamlining selection processes for both scholarships and award recipients. Jackie reviewed a flow chart representing this change and the improved process.

**Formal Process for Assessment System Changes …..**  
Renee

Including TaskStream

An issue came up regarding changing a rubric/assessment in Task Stream and how does this affect accreditation. Lee distributed a handout to the council proposing formalized process options for addressing system change requests. The council discussed NCATE implications related to changes and the need to formally set a date to request changes.

**TaskStream Funding**  
Renee

The Assessment Committee has discussed the possibility of having a fee added to the college tuition bill for TaskStream and background checks. Fees could be tagged with specific courses associated with TaskStream or background checks. This proposal would allow students to pay these costs as a part of tuition and would make the cost
eligible for financial aid. Gwendoline will investigate cost savings that may be available from Certified Background. Renee asked the council to consider any other fees that may be appropriate to include in a fee proposal which would go to General Administration for approval. The council asked Renee and Lee to proceed with developing a proposal to bring back to the council for further review.

**Task List Status Report**

- Faculty Load Re: Visiting Intern Is and IIs  
  Department Heads
- Annual Assignment Tracking Mechanism  
  Council
- Due end of semester
- Chancellor Task Force on Teacher Supply/Demand-5/14  
  Directors
- Communication Strategy/Mechanism for College  
  Perry
- Due to council by February 15th

**For Information**

*Colleges of Education Are Urged to Focus on Online Learning* - The article from the Chronicle discusses the need for increased technology in the field of education. This is a good tool to generate conversation with faculty.

*Handouts-sent electronically*

**Important Dates**

- March 31, 2010  
  Deadline for College Alumni Survey Questions to Renee
- April 9, 2010, KL 104  
  Dean’s Appreciation Luncheon
- April 13, 2010, 3:00-4:00 p.m., KL 104  
  CEAP Dean’s Academic Forum
- April 16, 2010, 3:30 p.m., FPAC  
  WCU Spring Awards Convocation
- April 21, 2010, 3:30 p.m., UC Grandroom  
  CEAP Honors and Awards Ceremony
  Reception at 3:30 PM, Ceremony at 4:00 PM
- August 26, 2010  
  Cooperating Teacher Orientation
- August 30, 2010  
  Cooperating Teacher Orientation
- August 31, 2010  
  Cooperating Teacher Orientation

**09-10 Leadership Council Dates:**

- March 26, 2010  
  April 9, 2010
- April 23, 2010  
  May 7, 2010

The council meeting was adjourned at approximately 10:30 a.m.

Submitted by – Mary Rompf

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