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


Members absent: E. Franklin, K. Hunt, J. Jacobs

Others present: M. Rompf

Announcements:

Council Members

Renee reminded council members that Digital Measures training will be held for department heads and designated department representatives next week. Additional training sessions will be held for faculty during April. A message will be sent to faculty next week announcing the training opportunities.

Kim announced seventy-eight public school students participated in the annual Reach to Teach event which purpose is to expose students to Western Carolina University and the teaching profession.

Kim also reported a “drop-out prevention think tank” was held on campus last week. Think tank participants included twenty-public school administrators, Kim and David Strahan. A valuable exchange of information took place. In the future, the think tank will collaborate on grant writing directed at maintaining students in school to graduation.

Jackie announced that 43 students have been assigned to Western’s Teaching Fellows program. There is a strong possibility that CEAP may have 50 students next year.

“Confessions of an educator”, a program coordinated by Scott Cook, Assistant Director of Teacher Recruitment and Retention, was held for current WCU education majors and community college education majors. This program included a panel discussion presented by public school educators and concluded with a question/answer session.

Dan reminded council members that program/department information for publication in the Career Journal is due to Dan by the end of the day. Each department is asked to submit about 150 words on how students are prepared for their careers Western's programs for careers.

Graduate Research symposium was well represented by HPER and Psychology departments. This was a wonderful opportunity for our students to present their work and provides a "practice session" for those who may be making a national conference presentation. All departments should encourage their students to
participate in the graduate symposium and the undergraduate research expo. These activities promote facilitate faculty mentoring and Western's QEP.

**Minutes**
Motion and second to approve the minutes of the March 13, 2009 meeting. Motion passed.

**Dean’s Report**
Michael reported the following:

*Council of Deans Update*
- Talk has begun about Western becoming an Army ROTC participating site.
- Liberal studies review has begun. This will be about an 18 month process.
- Educational Outreach issues will be discussed the next Council of Deans.

*Deans’ Meeting with Kyle following Chancellor’s Address to Campus*
- Next steps – Responding to the questions: “what are we doing well?” and "what are we doing that we shouldn’t be doing?" A rubric/decision matrix will be developed to evaluate programs based on the university’s initiatives and assist with academic program review.
- There will be a reversion again next year.

*UNC Deans’ Council*
- Summary of Campus Comparison Teacher Retention Models *
- Middle School/High School Comparison Models-Standardized EOG Scores *
- * These handouts were distributed to the deans’ council and include statistical data on the impact of teacher graduates from the various institutions. Additional results will be forthcoming. It is easier to assess math versus language arts.
- Secondary academic concentrations were briefly discussed. CEAP's MSA program is way ahead of the curve on revisioning programs due to the systematic approach that CEAP has taken. Michael thanked our faculty for their good work.

**Discussion**

*UNC Budget Comparison*  
*  
Michael reviewed the UNC proposed budget comparison document which was distributed at the UNC Deans’ meeting noting possible campus implications. This is the beginning stage of budget iterations. Michael reminded the council that the budget is subject to change.

*AFeS*  
*  
Michael
- Faculty AFEs are Due to Dean by Graduation – As a reminder, AFEs must be signed before faculty leave campus for the summer. Fixed term faculty, including those on a one-year fixed term or retiring, should have an AFE to acknowledge their contributions to WCU.
- Department Head AFE Materials Due to Dean by May 15th

*FTE Generated by Individual Faculty*  
*  
Lee
The council discussed how to publish and what time frame should be reflected in the FTE generation report that will be posted for faculty review. Lisa proposed presenting the information for the academic year versus breaking the information out by semesters. The council agreed to present the FTE information in this manner. Lee and David will consult on what the final product should look like, how to communicate to faculty, and then review this with Michael prior to posting to the H drive in a secure folder that full time faculty can access.

_Placement of Smart Boards in Killian_ Lee
Lee provided the council with data related to the costs of mounting the SMART board in Killian 268 or Killian 114. Killian 268 is assigned to the college for lab access after 2 pm and would allow student access outside of the classroom. The council discussed pros and cons of locating the SMART board in KL 268 and KL 114. The council decided to place the SMART board in Killian 114 for greater class access.

_Change in Major Processes/Update on Transfer Processes_ Renee
A meeting has been scheduled next week to discuss transfer processes with Fred Hinson. The council discussed how to better track and update our records to reflect students who were formerly admitted to teacher education and then decide to leave. Sherry Fox was identified as the contact person in the Registrar's Office who changes majors in the Banner system. A suggestion was made to add Barb Schade to the multiple advisor list in Banner so that she will be sent emails from the system about change in majors. Renee will discuss this further with Larry Hammer.

*Handouts-sent electronically*

**Task List Status Report**
TaskStream and QEP Lee
Faculty Load Re: Visiting Intern Is and IIs Department Heads

For Information - Please review.
Key Procedure *

**Important Dates**

- March 31, 2009
- March 31, 2009, 4:30 PM, Camp Bldg.
- April 3, 2009, KL 104
- April 22, 2009, UC Grandroom
- May 1, 2009
- May 8, 2009
- May 8, 2009
- May 9, 2009
- May 15, 2009
- Summer Graduate Assistant Requests DUE to the Graduate School
- Recruitment Sub-committee, ORE/ARC Advisory Board Meeting
- Dean's Appreciation Luncheon
- CEAP Honors and Awards Ceremony
- Graduate Assistantship Paperwork DUE to the Graduate School
- AFEs Due to Dean
- Graduate Student & Summer Undergrad & Grad Commencement
- Undergraduate Commencement
- Department Head AFE Materials Due
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 10:00 a.m.

Submitted by – Mary Rompf

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