The CEAP Leadership Council met on Friday, May 4, 2007 at 8:30 a.m. in Killian 218.


Members absent: D. Carpenter, J. Smith

Others present: M. Rompf

Guest Speakers: John Hamrick, Jenny Rymell, and Carole Williford, CEAP Distance Education Advisors

John, Jenny and Carole addressed the council about what happens in the field, who the students are that they deal with, and what the issues are of distance education students. The typical education student in the distance program may be a teacher assistant or second career program entry. The team works together to help our distance students find needed answers from Western’s campus. They have also been working to recruit students into the cohort for Fall 2008. The council entered into a discussion on some of the unique issues related to distance students. Working together, John and Jenny, through Carole on Western’s campus, have been able to address many of the issues. It is recommended that CEAP plan an opportunity for the distance students to come to campus to assisting in making these students feel more a part of Western.

Announcements

David M. reported that the college interviewed a very strong candidate for the HHP department head position. A positive recommendation is anticipated from the search committee for a job offer.

Jacque announced that ELF has been successful in the three department faculty searches. There are two new faculty members in ELF and one in CSP.

Kim announced that a recommendation has been made for the Curriculum Diversity Specialist. We expect an answer today regarding the job offer.

Lisa announced that there was a failed search in CSD. An impressive candidate was interviewed; however, the candidate did not feel Western had the facilities necessary for the candidate to conduct research.

Michael distributed an example of a teacher recruitment position at ASU that we are hopeful that CEAP will have in the future. Currently, we do not have a good mechanism for recruiting students directly into teacher education.

Minutes

Motion and second to approve the minutes of the March 30, 2007 meeting. Motion passed.

Dean’s Report

Michael reported the following:
Jacque Jacobs will be taking over the department head search for Elementary and Middle Grades Education. Michael thanked Bob Houghton for his willingness to continue to serve as interim department head.

Thank You David Claxton for your service as department head and your contributions and level headed voice with the leadership council.

Cali Graduation – Michael attended the recent graduation at Cali. Michael thanked ELF for their contributions in delivering curriculum. This was a positive event.

Distance Education Dollars - Change in Formula – These dollars support the distance education and are used for our advisors. Currently we are eighth in the ranking as recipient in dollars. In the past a cap was set that 20% was the most that an institution could receive from the pool. This next academic year the formula calculation will change. We do not know what our funding will be next year.

Year End Closing/Expenditures * Be sure to spend your budgets and review handout.

2007-2008 Budget * Next year it is anticipated that our budgets will be tied to the QEP. Beginning thinking in these terms and be prepared to justify your budgets strategically.

Reminder: Student Contact Matrix Due May 10th to dean’s office
Data Stewardship Due May 10th to dean’s office

Faculty Attendance at Graduation – please remind faculty members about attendance at Saturday’s graduation.

Change in the Praxis requirement – Thank you to Barbara Schade and Amelia Schlott, who, on their own initiative, sent out notification to 22 students informing them that they now meet the qualifications to enter teacher education.

Faculty load meetings – Dean’s have been meeting every Monday to devise a system for determining faculty load. This product will soon be given to the department heads for review and feedback.

Thank you- We have had a good year in our college by all accounts. This has been a productive year for CEAP with more autonomy and better discussion in the council.

Discussion

Department Head Evaluation Instruments * Michael
The CEAP evaluation of administrators committee has made proposed changes to the current department head evaluation form.

- Departments to review and make recommendations
- Due Date - May 11th to Michael

Post Tenure Review * Michael

- Due May 11th to dean’s office

Faculty Election to College/University Committees Jacque
Jacque suggested that the council engage in a discussion of the CEAP by-laws to consider a change to the faculty election process, perhaps submitting a slate of committee members in the future. The council engaged in a brief discussion and the topic was dropped.

Calendar for Fall 2007 * Renee
A meeting was held last week to discuss the opening of the fall semester calendar. Renee reviewed the proposed calendar with the council. The council has been asked to discuss the calendar and look at for conflicts. CEAP is responsible to provide feedback
by May 22nd. The finalized calendar is expected to be distributed on June 15th. Please report any conflicts to Renee and she will provide feedback to Dr. Hinson.

**NCATE Update**
Renee
We have received all the draft SAR reports for the NCATE. Faculty is needed to help read the reports. This project should be finished by August 1st. Michael asked that Renee send to each member of the council including Michael a draft report to read.

**Change in the Computer Lab Schedule Process**
Lee
The technology committee has recommended that the computer labs be scheduled as classrooms until 5 pm each day with the exception of Monday and Wednesday for the PC lab. The council discussed the proposal and raised some questions. Michael asked Lee to review some of the questions and to put this item on the task list for updates at future council meetings.

**Task List Status Report**

**Campaign for Western Carolina University**
David C
David has met with all the departments. He will be sending an email reminder to the college about the campaign. It is certainly not too late to contribute.

**Tracking Department Research Interests**
Lee
Lee reported that this should be addressed in the new website.

**Common Assignments**
Department Heads
No report.

**Development Priorities**
Michael
The booklet has been completed. We are waiting on additional printing quotes.

**Homeland Security Verifications**
Michael
As announced early this week by the Chancellor, the university will be conducting training sessions on I-9 and homeland security verification processing in August for unit heads and administrative assistants.

**Award for Non-Alternative Completers**
Jackie
No report.

**Information – Please review.**

Document Due Dates to Office of the Provost *
Michael
Retension Activities *
Janice

*Handouts*

**Important Dates**

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<th>Date</th>
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<tr>
<td>May 1, 2007</td>
<td>Department AFE/Faculty Ranking DUE</td>
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<td>May 5, 2007</td>
<td>Graduation</td>
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<td>May 10, 2007</td>
<td>Student Contact Spreadsheets DUE</td>
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<td>Dept Head Evaluation Instrument Comments DUE</td>
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<td>May 12, 2007</td>
<td>NC Teach Orientation</td>
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<td>May 15, 2007</td>
<td>Due Date for Major Assessment Annual Reports to Melissa Wargo</td>
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<td>May 18, 2007</td>
<td>Leadership Council Meeting</td>
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<td>June 1, 2007</td>
<td>Graduate Assistantship AA15s, Job Description &amp; Cert. Statement Due</td>
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<td>June 1, 2007</td>
<td>Tuition Waiver Request Forms Due to Graduate School for Students on Tuition Waivers</td>
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June 1, 2007  Graduate School Reports Unfilled Assistantships & Waivers to College Deans for Redistribution
June 8, 2007  Unfilled Graduate Assistantships Revert to Graduate School for Reallocation
June 15, 2007  Leadership Council Meeting
June 25 – July 25, 2007  NC Teach Institute
August 31, 2007, UC Multipurpose Room  NCATE/NCDPI Accreditation College
September 14, 2007, KL 104  Presentation of Conceptual Framework
September 28, 2007, KL 104  NCATE/NCDPI Accreditation College
Meeting on the Assessment System
October 19, 2007, KL 104  NCATE/NCDPI Accreditation College
Meeting on Unit Governance & Faculty
Meeting on Diversity

Leadership Council Dates through 2007:
May 18, 2007
June 15, 2007
July 13, 2007
August 10, 2007
August 24, 2007
September 7, 2007
September 28, 2007 (revised)
October 5, 2007
October 19, 2007
November 2, 2007
November 16, 2007
December 7, 2007

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.