College of Education and Allied Professions Leadership Council

The CEAP Leadership Council met on Friday, August 4, 2006 at 8:30 a.m. in Killian 218.

Members present: S. Acheson for PSY, L. Bloom, D. Carpenter, D. Claxton, R. Corbin, B. Coulter, M. Dougherty, K. Elliott, E. Franklin, J. Holt, R. Houghton, R. McCreary, S. Tonnsen for ELF

Members absent: J. Jacobs, D. McCord, J. Smith

Others present: M. Rompf

Announcements
Dale announced that Ken Hunt, Director of Student Services for Polk County Schools will be joining Western as the Director of Field Experiences on Monday, August 14, 2006.

Ben announced that he has accepted a position as the southeastern and international representative for TaskStream. Although he is leaving Western, he will continue to work with the college as Task Stream’s consultant.

Minutes
Motion and second to approve the minutes of the 07/14/06 meeting. Motion passed.

Dean’s Report
Michael reported the following:
• Tonight is graduation. It is important for CEAP faculty to support our students.
• Next week the Deans and Provost Carter will be taking a walking tour of the university to evaluate space issues.
• Noel-Levitz is working on a teacher recruitment and retention plan for UNC General Administration and the campuses. More details to follow.
• Please be sure that as council members, you are informing folks in your units of our Leadership Council discussions.

Discussion

Council Members

NCATE/DPI – importance of a good syllabus          Dale
A good syllabus should have clear objectives, assignments, and outcomes. Please remind faculty in your department meetings to link assignments to objectives and competencies. In the syllabus state how students will be evaluated and graded, what the relationship is between attendance and grades, how the appeals process works and the university policy on academic honesty. Being explicit reduces student misunderstandings.

Appealing Admission to Teacher Education          Dale
Two legislative changes have occurred. We can now accept SAT (1100 +) or ACT scores as having met the Praxis I requirement. Secondly, if students cannot pass Praxis I, they may appeal. Dale led the council through a discussion on a handout/proposal as to what an appeal may constitute or be based on. Some council members acknowledged
that we do have a few students who could benefit from an appeal process. Council members discussed possible recommendations for an appeal process including evaluation of the following:

- Has a strategy been enacted to bring the student up in the problem area?
- Is the student aware of/used the Plato software that the college has available which will provide to the student a recommendation for remediation?
- Is the student aware that the psychology department offers evaluation services which may help to determine why the student is not passing the Praxis?

Michael asked that department heads discuss appealing admission to teacher education with faculty. Lisa will lead the department heads in submitting a written report to Michael by Sept 5th. These recommendations of the department heads will then be reviewed by the council and should include the characteristics/requirements of a request letter of appeal, a resource list/guide for students experiencing difficulty with the Praxis and should address intervention (when should a student be referred for services?). It was agreed that we would not publicize to students until agreement is reached.

**Scholarly Activity Workshop Date**

Michael

Western is in the process of moving towards recognition as a national regional university. To position ourselves as a regional university versus a regional comprehensive university, we must work more closely to support and nurture faculty as they engage in scholarly activity. Michael asked David M. to lead the department heads, along with Sandy Tonnsen and Gayle Moller, in development of a program supporting our faculty this academic year. The group will meet and make recommendations to Michael for a workshop or series of sessions by September 1st. Michael reminded department heads to nurture faculty scholarly activity and to encourage a community of support, guidance and collaboration.

**Number of emails from Graduate School about students needing admitted**

Michael

Michael reminded the council that there is a process for graduate school coordinators. Graduate enrollment helps us financially at the university. Please encourage faculty to be proactive to prospective students and make faster admission decisions.

**Faculty Senate Committee Membership Vacancies**

Michael

Michael reviewed with the council the email from Richard Beam which listed the committee vacancies for our college. He asked the council to email the name of a faculty member that they would recommend to serve as a member of the Faculty Advisement Coordinating Committee directly to him.

**Issues in Rural Education Conference**

Kim

Kim provided a handout to the council titled “Call for Presenters”. She asked that the council share this information with their network to ensure multi-presenters for the conference. This is a good opportunity for our faculty to meet our public school partners. The goal of the Issues in Rural Education Conference is to help students in the western region meet higher educational standards. Registration information will be forthcoming.
Michael told the council that intellectual property/copyright issues should be reviewed by legal counsel.

Renee has created “TEAMS”, a shadow database for tracking teacher education students. Currently Banner does not have licensure codes, CIP codes and Praxis data in the system. Please stress patience with faculty members with Banner as this is a learning process for all.

Ben provided the council with a visual tour of TaskStream. A power link has been set up between WebCT and TaskStream for faculty and student use. In the future we will be providing training to cooperating teachers on the use of TaskStream. This will provide an optional way for cooperating teachers to report on their interns. The council also discussed that the course common assignment feature of TaskStream is currently not being utilized. Department heads will discuss common assignments and review progress with faculty at the first department meeting. Common assignments are due to Dale by August 30th.

Because of time limitations, the council elected to view this DVD at a later meeting.

Michael reviewed the protocol for the CEAP Opening Semester Meeting with the council and asked the departments to let newly tenured faculty know that they would be recognized at the meeting. Each unit will have the opportunity to introduce new faculty and staff members.

The Directors are working on the fall Chancellor’s Task Force meeting.

Department heads will submit a name to Michael by August 15, 2006.

Please encourage faculty to attend this important event.

At your opening of fall department meetings, please distribute this information to faculty from the Chancellor’s Retreat which addresses the direction of the university and synthetic learning.

July 31-August 4, 2006

Elementary Science Institute
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<tr>
<th>Date/Time</th>
<th>Event Description</th>
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<td>August 4, 2006</td>
<td>Summer Commencement</td>
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<tr>
<td>August 17-16, 2006</td>
<td>Beginning Teacher Symposium (UC)</td>
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<tr>
<td>August 17, 2006, 8:30 AM</td>
<td>Chancellor’s Opening Address (FPAC)</td>
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<td>August 17, 2006, 1:00 PM</td>
<td>CEAP Faculty Meeting (KL 104)</td>
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<td>August 17, 2006, 3:30 PM</td>
<td>CEAP New Faculty w/Dean (KL 218)</td>
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<td>August 18, 2006, 11:30 AM</td>
<td>Coulter Faculty Center Lunch (Ramsey)</td>
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<tr>
<td>August 17, 2006, 8:30 AM</td>
<td>CEAP Forum - College Name (KL 104)</td>
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<tr>
<td>September 14, 2006, 1:00 PM</td>
<td>Dept Head Lunch &amp; Planning Session</td>
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<td>September 15, 2006, 12:00-3:00 PM</td>
<td>SUTEP Annual Meeting</td>
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<td>September 25, 2006</td>
<td>Director Lunch &amp; Planning Session</td>
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<td>September 27, 2006, 12:00-3:00 PM</td>
<td>Break by the Lake, Lake Junaluska</td>
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<td>September 29, 2006</td>
<td>Teachers of Tomorrow Day, UC</td>
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<td>October 10, 2006</td>
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<td>October 17, 2006</td>
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<td>November 3-4, 2006</td>
<td>Issues in Rural Education Conference</td>
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<td>Scholarly Activity Conference</td>
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<td>Fall 2006</td>
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The council meeting was adjourned at approximately 10:45 a.m.

Submitted by – Mary Rompf

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