College of Education and Allied Professions Leadership Council

Date and Time: November 4, 2005  8:30
Location: Killian 218

Present: Dougherty, Carpenter, Bloom, Claxton, McCord, LeBaron for McFadden, Perlmutter, Corbin, Coulter, Elliott,

I. Announcements

II. Minutes

   Change later entry to lateral entry and Scott Higgins – change to “dept heads left out of communication loop”. Approved with noted changes.

III. Guests

   Ms. Carol Burton - SACS  The members welcomed Ms. Burton back to the leadership council. Ms. Burton announced that she would be highlighting some of the obstacles and challenges the university would be facing over the next year. Two aspects of the review are the standards and the QEP – Quality Enhancement Plan. One area where we are experiencing consternations is in the area of faculty credentials. Ms. Burton reiterated to the members that hiring guidelines are in fact mandates, and there has been a distinct disconnect in capturing the data, but basically any person teaching a course must have all the pieces (documents) in place. An offsite team will be looking at our credentials next fall and all documentation must be available online. One area were the College has done a good job is on the Evaluation of Administrators. SACS does not recognize a distinction between full time and part time faculty, each faculty members must be observed by a tenured faculty member. The question was raised on how to best evaluate an Online course, we will need to set an assessment standard and the university is in the process for the assessment director position for the university. We need to create our process. Institutional Effectiveness – currently we do not have a process in place which compares budget to the standard, Dr. Carter is hoping to adapt the method used in Missouri here at Western. Dr. Dougherty felt the department heads did a great job on Advising but noted that the advisor/advisee ratio is going to go beyond the 33 to 1 maximum, this will be discussed in council of deans, this was an issue for graduate advising last SACS review, (Problem is identified, but solution is not). SACS regulations for Distance Education – anything on that – Ms. Burton indicated that there are no separate standards for Distance Education. Dr. Dougherty would like to go on record that at the Academic Affairs level some scrutiny and planning is needed just as we are doing with faculty credentials. What type of student services are folks getting? How is the university going to attack that issue, what are the issues related to SACS there and how are we going to manage at the University level? Dr. Dougherty pointed out that we cannot effectively access data; i.e. we cannot find the number of teacher education students that we have. One note on the QEP which is AEIOU Academic Engagement Inside and Outside the University. On November 14, Dr. Ann Chard will be here and spending the day she will meet with the chancellor’s executive council and have lunch with SACS committee. Additionally a SACS consultant will complete a mock review in the spring. An additional note, Chapel Hill will be going through the process this year. Ms. Burton reiterated that in our college we want to do our
best and encouraged the members to who are participating as readers (60 campus wide) to please be diligent.

IV. **Dean’s Report** **Department Head meeting** – Staffing plan, searches approval should get the go ahead next week

V. **Standing Updates**

- **Department Heads – Teacher Education Enrollment Growth Targets** Deans are holding a meeting next week, so I should have some data on how we are doing. Bottom line, we need to be supported of as many initiatives as we have.
- **Dr. Perlmutter Birth Kindergarten Elementary Middle Grades Education** Last few weeks have been advising.
- **Dr. McFadden – Educational Leadership and Foundations** – Isn’t it interesting that you cannot sign up for an online class online!
- **Dr. Claxton Health and Human Performance**
- **Dr. Bloom - Human Services** Starting a search for a position in BK.
- **Dr. David McCord – Psychology** PSY 321, 13 students have been admitted in PSY 321 that are not in teacher education. We are feeling very stuck about that. Faculty Load Reports – data is not grouped – distinguished between tenure and tenure track but not between full time and part time. Student credit hours are not all equal – can’t make sense of the way it is reported. Why is this important – new provost is moving toward a way of managing the university in regard to productivity – a department as a unit - needs to produce enough to cover its cost. We have more faculty than student credit hours we are producing, and we need to figure out where the gaps are. Dr. McFadden pointed out that Distance Ed is not included on the report and that she does not want to be held accountable for bad reports. Dr. Dougherty suggested that the members need to think in terms of productivity – if you are generating more credit hours then you can allow the release time and that if we are not productive we place ourselves at risk of losing faculty positions. Dr. Bloom asked for clarification on how to calculate the time. Be aware of the importance of the productivity of your unit.
- **Dr. Carpenter - NCATE/DPI** Meeting with Professional Education Faculty to go over the standards.
- **Ms. Renee Corbin – Assessment** Sent out an evaluation of experience survey to alumni.
- **Dr. Greta Freeman- Field Experiences**
- **Dr. Ben Coulter – Instructional Technology, Inventory** Faculty staff refresh for the semester we will receive about 25 machines. Dr. Coulter announced that the college has a new computer support person for the college – Brandy Cody. Killian 127 is now demo classroom and Killian 126 will be refreshed. All classrooms will be demo classrooms and we will refresh on an ongoing schedule. TaskStream - Renee, Dale and I are meeting on the structure of the portfolio, have been doing some external scanning and working with other institutions on gathering information. We want to be thoughtful on how to implement. We anticipate that we will require a training day for faculty, supplementing that training with webx.
- **Ms. Kim Elliott – Rural Education** Teacher of Tomorrow was held on October 19 – 12 schools were represented. Very positive, lots of good comments from students. NC Quest is happening – has had a very positive experience with grants management office
some of the pieces are a virtual school with Lisa Bloom and Ben Coulter, a principal piece with Jacque Jacobs. We should hear sometime in February.

Ms. Ruth McCready – SUTEP – School Services Report
Ms. Jacqueline Smith – Teaching Fellows, Model Clinical, Scholarships

VI. Task List Status Report

Colloquium Committee We hope to bring Dr. Helen Barrett of the University of Alaska here in late February to present information on the pedagogy of e portfolios.

Scholarly Support Funds Dr. McCord requested permission to bring in a speaker to present a workshop on publishing. Dr. Dougherty responded that the Dean’s office would fund this endeavor with $375.00 from the Dean’s discretionary fund.

Involvement with Public Schools Form Sent school services report out, and are also reminding everyone each month to ensure that all services are submitted. Teaching fellows and SUTEP are sponsoring a reception for the teacher of the year Wendy Miller.

Development Priorities Dr. Coulter presented the current iteration of the college’s development booklet. Dr. Dougherty explained to the members that we would contextualize to the college and will continue to solicit input from the members.

VII. Discussion

Council Members

NC Star Rated License Grant We will be taking over the management of this grant here in our college.

SACS Recommendation (1996-2005) Dr. Dougherty provided the members with another copy of the handout from last leadership council and assured the members that we got through SACS 10 years ago and will be successful once again, that we will need to manage the standards revision.

Field Experiences Committee Dr. Freeman has suggested a standing committee for Field Experiences, the issues would be brought before that committee and those that needed further discussion and input would continue to be brought before Leadership Council. Dr. Freeman provided the members with a description of the committee and its function. Ms. Corbin requested that she be added to the committee also suggested that a year be added to the service term as continuity on a committee is important.

Electronic Submission of AA4 & AA5 Forms Dr. Carpenter reported that during the College Curriculum meeting, Dr. Case (chair of the committee) made a recommendation that we submit electronically – would be easy to keep up – and makes it easier to send up to Academic Affairs - this suggestion was unanimously endorsed by the members.

WCU Center Listings Dr. Coulter shared with the members the listing of centers on the WCU home page, and inquired of the group if there were centers that should be listed but currently are not. The members suggested: WCU Psychological Services Clinic, Speech and Hearing Center, Ore, SUTEP, Reading Center. The members were encouraged to send any other center suggestions to Dr. Coulter for inclusion.
Killian 111 from Desks to Table  Dr. Bloom presented to the members a request for one of the classrooms which have access to the large storage closet between Killian 111 and Killian 114 be converted from decks to tables and chairs. It is important for the SPED program to have access to their class manipulatives. The members would like to be assured that the room selected would continue to accommodate 50 students as we have so few classrooms that support large class sizes.

Intern & Student Supervision Pay  Dr. McFadden stated that she has heard of varying amounts of what is to be paid for supervision of Student Teachers, Intern I and Intern II. The members were themselves unsure and Dr. Dougherty suggested that Dr. McFadden research the issue and get back to the members with the data collected.

VIII. Information  Council Members

College Restructuring  Dr. Carpenter reminded the members that there would be an open forum today in catamount room on College restructuring and he encouraged them to attend and communicate. Dr. Claxton was quite surprised to see two of his programs were moved and that this is the 1st time he had seen this. Dr. Carpenter reiterated that this is so important to attend and communicate.

IX. Important Dates  Barbara Chapman

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 11, 2005</td>
<td>Open House</td>
</tr>
<tr>
<td>November 15, 2005</td>
<td>College TPR Committee 3-5th, Tenure, Promotion</td>
</tr>
<tr>
<td>December 7, 2005</td>
<td>Open Forum with Chancellor</td>
</tr>
<tr>
<td>December 1, 2005</td>
<td>Qualified Scholarship Applicants to Departments</td>
</tr>
<tr>
<td>January 17, 2006</td>
<td>College TPR Committee – 1yr Reappointments</td>
</tr>
<tr>
<td>February 15, 2006</td>
<td>Department Head Workshops</td>
</tr>
<tr>
<td>February 18, 2006</td>
<td>Open House</td>
</tr>
<tr>
<td>March 12-17, 2006</td>
<td>Rural Urban Exchange at WCU</td>
</tr>
<tr>
<td>March 27, 2006</td>
<td>Applied Science Undergraduate Expo</td>
</tr>
<tr>
<td>March 17, 2006</td>
<td>Open House</td>
</tr>
<tr>
<td>March 28, 2006</td>
<td>Business Undergraduate Expo</td>
</tr>
<tr>
<td>March 29, 2006</td>
<td>CEAP Undergraduate Expo</td>
</tr>
<tr>
<td>March 30, 2006</td>
<td>Arts and Sciences Undergraduate Expo</td>
</tr>
<tr>
<td>March 26-31, 2006</td>
<td>Rural Urban Exchange at A &amp; T</td>
</tr>
<tr>
<td>April 22, 2006</td>
<td>Open House</td>
</tr>
</tbody>
</table>

Respectfully submitted,

Barbara A. Chapman