The CEAP Leadership Council met on Friday, April 17, 2009 at 8:30 a.m. in Killian 218.


Members absent: M. Dougherty, D. McCord

Others present: M. Rompf

Announcements:

The Educational Leadership and Foundations department head candidate will be on campus on Monday, April 20th and Tuesday, April 21st. Department heads and directors will have the opportunity to meet the candidate for lunch those days. The candidate will make a presentation to the college Monday afternoon.

Human Services will bring in a candidate for the Human Resources faculty position next week.

The Dixie L. and Miles S. McGinty scholarship will be awarded next year. There is over $14,000 in the scholarship. This scholarship will be awarded to a doctoral student in even years and in odd years, to a student studying foreign languages. Anyone interested in donating may do so by sending a donation to WCU Foundations and referencing the McGinty scholarship in the memo field of the check.

Lee will send an updated list of curriculum changes to department heads following today’s meeting.

Dan reported the next NCATE site visit will be fall 2015. All visits were deferred for one year.

Dan has sent clarification from Kathy Sullivan at DPI regarding program evidences to program coordinators and department heads. Dale Carpenter is on the state-wide committee.

Minutes

Motion and second to approve the minutes of the March 27, 2009 meeting. Motion passed.

Discussion

Revisioning Update: PES/Common Evidences * Dan/Jacque/Dee

Jacque, Dee and Dan provided the council with an update of the teacher revisioning process. The professional education sequence will include three, three hour courses plus a methods course defined by individual programs. Ad-hoc committees are meeting to
draft proposals as to what these courses should comprise. Jacque, Dee and Dan will review the courses for redundancy and common threads. Tweaking and revision will continue throughout the review process. Three common evidences have been developed which will also assist CEAP in collecting data, and meeting NCATE requirements and the standards for professional development. Handouts of progress to date were provided electronically to council members. The leadership council unanimously approved "in concept" the PES courses as outlined. The council also endorsed the common evidences with a change in language deleting "Task Stream" and inserting "electronic media."

**Student Issues Repository/Dispositions Policy**

*Dan*

Dan discussed the proposed policy with the council. Overall, support is positive. The Professional Education Council has endorsed the policy. The policy has been reviewed by MaryAnne Lochner who supports the initiative and recommends a clear code of conduct language. A motion was made to approve the concept of the establishment of a repository and the inclusion of language about notification to department heads. The council also discussed concerns about making notations to student files and future effects on careers. The council discussed what happens when there is an issue discovered prior to intern placement and whether an ethics committee should be established in the college. The disposition policy is aimed at responding to the question: what do we do when a student is involved in a legal issue? The associate dean would collect the disposition forms. Based on recommendations of changes in the language, the motion was tabled. Dan will revise the dispositions policy and bring a revised document to the council.

**Honors and Awards Celebration**

*Dan/ Jackie*

- Be sure departments have invited recipients. This event will be held for the first time in the UC Grandroom.
- Photos - beginning at 2:30 in a room adjacent to the grand room.
- Reception - 3:15
- Ceremony – 4:00. Presenters will be seated on the stage.

**Differentiation in Instruction**

*Jacque*

Please let faculty know and put on your calendar, Carolann Tomlinson will be on campus, March 25, 2010. An event with our school partners is scheduled for Thursday evening and a presentation for students is scheduled on Friday. This is the Friday before Spring Break. Consider adding this to course syllabi. ELF is sponsoring this event and reminders will be sent out closer to the event.

**Summer Opportunity in Korea**

*Ken*

John Schweikart and Ken discussed summer partnership opportunities in Annam, Korea. Each year, WCU students can participate in a Korean summer studies program. Five students may attend free of tuition and lodging; the only cost being airfare (approximately $1200-$1400) and pocket money ($400 is suggested). A Teaching Fellows student participated last year and highly recommends this experience. There are three opportunities/scholarships still available. Applications must be submitted by April 25th. This three week program includes volunteer and service learning opportunities. Education students stay in Korea an additional week. A faculty person may attend and
IP would assist with the cost. Ken will send an announcement to teacher education students and faculty.

**Digital Measures**  
*Renee*  
Delaware II reports are due in December. To date, Renee has met with a few faculty members about how to use digital measures software for loading faculty information. A demonstration of the software was provided to the council. There are options for customizing and adding reporting fields to the template so please send suggestions to Renee. The template will have fields added in the future to capture data for school service reporting. The goal is for this tool to be a repository for all information.

**Space Utilization**  
*Renee*  
Renee reviewed the space utilization report for the fall semester. The data shows that classrooms are being used although not filled to capacity. Renee will forward this data electronically to the council.

**Assessment of Committee Operations**  
*Renee*  
Renee provided the council with an overview of committee operations assessment data. There were 62 respondents to the survey. The feedback received was positive. A copy of the data gathered on specific committees has been sent to committee chairs.

**English 101 and 102 Course Requirement**  
*Renee*  
Renee reported on the meeting held with Fred Hinson and Admissions. It was clear at the meeting that there is a need to improve communication between the units. Admissions will work with departments during the summer to update specific program information. Fred Hinson mentioned budget cuts may cause English 101 to be offered during the freshman year and English 102 offered during the sophomore year. The PEC will look at consequences related to adjusting admission to teacher education. A motion was made to drop ENG 102 from the admission to teacher education requirement, should this becomes official. The motion was tabled until further clarification can be obtained. The council expressed concern that this change may create issues for students completing their program in eight semesters without access to ENG 102 until the sophomore year.

**School Service Reporting**  
*Lee*  
Lee demonstrated how to access the electronic school services report form and reminded council members to please report services provided to the public schools, as well as remind faculty to report. Information from the school services report is used in the IHE report. All school services must be reported by May 30th for inclusion in this year's report. Electronic reporting access will be available year round so that services may be reported as they are completed.

**Pay for Print Machine Update**  
*Lee/Mary*  
CEAP has provided budget codes for the setup of the pay-for-print machines. Our college is high on the list for installation due to issues with existing copiers. The first billing cycle for use of these machines will be July.

*Handouts-sent electronically*
Task List Status Report

TaskStream and QEP

Lee

Lee provided an updated to the council. We will not move away from Task Stream in the future.

Faculty Load Re: Visiting Intern Is and IIs

Department Heads

For Information - Please review.

Important Dates

March 31, 2009

Summer Graduate Assistant Requests
DUE to the Graduate School

March 31, 2009, 4:30 PM, Camp Bldg.

Recruitment Sub-committee, ORE/ARC Advisory Board Meeting

April 3, 2009, KL 104

Dean's Appreciation Luncheon

April 22, 2009, UC Grandroom

CEAP Honors and Awards Ceremony

May 1, 2009

Graduate Assistantship Paperwork
DUE to the Graduate School

May 8, 2009

AFEs Due to Dean

May 8, 2009

Graduate Student & Summer Undergrad & Grad Commencement

May 9, 2009

Undergraduate Commencement

May 15, 2009

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 11:00 a.m.

Submitted by – Mary Rompf

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