College of Education and Allied Professions Leadership Council

The CEAP Leadership Council met on Friday, April 18, 2008 at 10:00 a.m. in Killian 218.


Members absent: M. Dougherty, E. Franklin, J. Smith

Others present: E. McManus for CMSE, M. Rompf

Announcements

Congratulations to Kim Elliott, who completed her dissertation defense yesterday at Appalachian State.

Kim announced that there are 9 applicants for the Teacher Recruitment position.

EMGE has stopped the literacy search and is looking for a fixed term position for the fall.

David announced that a clinical psychologist from Yale University will join us in the fall. The search for the second open position will continue for a few weeks.

School services activities continue to come in. Please submit service activities through June 1st. Ruth asked department heads to encourage faculty to submit prior to their service reports prior to the close of the semester.

Minutes

Motion and second to approve the minutes of the April 4, 2008 meeting. Motion passed.

Dean’s Report

Dale reported the following:

- Dale and Michael attended a meeting in Chapel Hill with the State Evaluation Committee. Because there were no areas noted for improvement on the DPI evaluation visit this past fall, the committee took time to learn from WCU. They asked questions about what the college is doing in several areas. This provided Dale and Michael with a wonderful opportunity to discuss the good work of our college. This meeting was a very nice confirmation of our college.

- Information regarding the university evaluation process for department heads, deans and directors has been released. However, for this academic year, CEAP will follow the college procedure it has used in years past.

Discussion

Council Members

Timing of College Surveys

Renee

Renee asked the council members for feedback regarding their interest in establishing a timeline or calendar for surveys conducted by the college or departments on a college
assessment website. The council supported this concept and also discussed the importance of not conducting surveys while SAIs are conducted (during the 80-90% period of the semester). A suggestion was made that program surveys be conducted at mid-semester and the timeline include university surveys. At a future council meeting a proposed college student satisfaction survey will be reviewed which may assess advising, computing resources, and Task Stream. The assessment committee is also looking to develop a faculty/staff satisfaction survey. More information will be forthcoming.

Assessment of Committee Operations

Renee distributed and reviewed with the leadership council results from the leadership council survey and a summary of the overall results from 9 committee surveys. Overall the survey data are positive. Chairs of the committees have been sent results from their particular committee survey. Renee also provided comparison data regarding Spring 2007 and Fall 2007 portfolio evaluations.

WCU Technology/IT Update

Lee distributed the minutes from the WCU Technology committee and reported the following:

- The college will go to a laptop technology requirement beginning with the freshman class of Fall 2009. Students will have the option of bring their own, buying a laptop on campus or renting one.
- There are further issues that distance students face which need to be addressed.
- The university has endorsed SharePoint. At some point a further discussion on college use of Share Point and Task Stream will be explored.

Moving Web Pages into New Web System

Lee is working with web services to allow the college the opportunity to support the process and decrease the time for giving program and center access. Lee will have further discussion on the delay to date of unit progress about web pages with Michael.

Fixed Assets Issues in the College

Lee discussed with the council that IT will be assuming responsibility for computer inventory in the near future. Lee provided the council with a report on the last full inventory was completed in November and will copy unit heads on all inventory communication in the future.

Task List Status Report

Academic Integrity Faculty Fellow

- Assess Interest at 4/18 Meeting – Lisa may have a faculty member who could fill this role and will discuss this with Michael.

Jamaican Course Evaluation Process

Bob H/David

Space in Belk

Michael

No reports.

TaskStream and QEP

Bob H/Lee

See notes under discussion of WCU Technology.
Acceptable Use Policy for Media on the Web  Bob H
The council discussed the need to establish a task force to establish a policy consisting of Bob, Jamel, Ken, Lee, and Lena Richie.

Satisfaction Survey of Current Students  Renee
Satisfaction of Faculty/Staff Survey  Renee
Redefining Diverse Field Experiences  Ken
No reports.

Guidelines for Supervision of Interns and Student Teachers Ken/Dale
Development of a policy on student intern visits is in process and will be discussed further at a future date. The council briefly discussed faculty load for intern supervision and agreed that there needs to be further discussion on this topic.

Information
Please review these handouts. Although these are not listed as for discussion, this information merits your review.

Academic Program Planning Policy 05-09-08 *  Michael
The system has recommendations regarding program establishment and encourages collaboration between institutions. There will be further information coming regarding how this will be operationalized in the future.
*Handouts

Important Dates

April 22, 2008, KL 104, 3:30 PM  CEAP Honors and Awards Ceremony
April 24, 2008, Illusions & UC Grandroom  Reception and Dinner Honoring Deanship of Michael Dougherty
April 24-25, 2008, Campus Visit  Tony Johnson, Dean Candidate Finalist
April 25, 2008, 3:00 PM, FPAC  University General Faculty Meeting and Awards Convocation
April 28-29, 2008, Campus Visit  Dale Carpenter, Dean Candidate Finalist
May 1-2, 2008, Campus Visit  Cheryl Fountain, Dean Candidate Finalist
May 7, 2008, KL 104, 2-4 PM  Campus-wide Drop-in Reception for Dean Michael Dougherty
October 21, 2008, Ramsey Center  High School Teachers of Tomorrow
February 10, 2009, Ramsey Center  Middle School Teachers of Tomorrow

Leadership Council Dates through June 2008:
April 18, 2008  June 6, 2008
May 2, 2008  June 20, 2008
May 16, 2008

The council meeting was adjourned at approximately 10:15 a.m.

Submitted by – Mary Rompf

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