College of Education and Allied Professions Leadership Council

The CEAP Leadership Council met on Friday, January 5, 2007 at 8:30 a.m. in Killian 218.


Members absent: D. Claxton

Others present: B. Beaudet for HHP, M. Rompf

Announcements

Congratulations to Lisa Bloom. She sent her book to the publisher in December.

Jerome Hughes is the Western Region Teacher of the Year. Jerome is a graduate of NC TEACH and is currently in the MAT program in secondary education with a concentration in English. Jerome teaches English at Asheville High School.

Elaine reported that Erin McManus will join CEAP as the coordinator for the Pre-College program beginning January 16th.

Minutes

Motion and second to approve the minutes of the 12/15/2006 meeting. Motion passed.

Dean’s Report

Michael reported the following:

- Science Education Coordination: We are working with Arts and Sciences to ensure that we graduate our fair share of science education teachers. More to follow.

- Noel Levitz System-wide Teacher Recruitment Plan: Michael will be in Chapel Hill on Monday and Tuesday working as a member of the core team on the document plan. This effort will allow for guidance from GA and will expand the focus on recruiting teacher education students to units of the university in addition to our college.

- 06-07 Academic Equipment Money: Dollars spent to facilitate instruction. The Deans are meeting today to determine college allocations. Once finalized, the department heads will be convened by Lisa to determine how the college funds will be distributed and spent. Each department is to provide Michael with a list of expenditures.

- Budget Hearings Later than Planned: CEAP originally planned to hold hearings by the end of January; we will hold hearings a little later. Please begin to think about your needs and prepare your requests now.

- Killian Renovation Memo to Provost (email attachment): This request has been forwarded to the Provost. It was noted in the request, that due to space needs, all of the renovation would need to be done at once to ensure we do not lose classroom space.

- Distance Education: Jacque reported that at yesterday’s meeting, the Provost announced the decision that full time resident students will no longer have an additional charge if they take an online course. Courses will be built in Banner
based on intended audiences. Information will be forthcoming from the Registrar’s office regarding how to cross list a class for residence students needing to take an online course.

Discussion

**WCU Web Page Transition**

- **Prioritize College Programs for Transition to WCU’s New Web Content Management System**

  Michael told the council that dean’s discretionary money may be available to support the building of department web pages in order to expedite the process. The council then discussed the web development and determined that each department would select their program needing to be most visible and ranked these programs as follows:
  - Teacher Education
  - Elementary Education
  - Special Education
  - Masters in School Administration
  - Physical Education
  - Psychology
  - Secondary Education – ELF (2, 6, 8)
  - Human Resources
  - MAEd in Community Colleges
  - Parks and Recreation Management

  Lee will follow up on the priority list for programs that are moving out of the college with the other college deans. Lee will prioritize the remainder of the list.

**Teacher Cadet Outreach/ Service**

Kim distributed handouts regarding the Teacher Cadet Classes and Clubs throughout the region and asked the council to encourage faculty interaction with the clubs. This is a wonderful opportunity to recruit future teachers to Western. Clubs meet at random times. Michael asked that Lena Richie coordinate this effort with college faculty.

**Plagiarism: Is it a Napster world?**

Jacque reported that several students were charged with plagiarism in the ELF. Jacque distributed an article to the council on plagiarism and asked department heads to remind faculty members of tools available such as turnitin.com. It is important for faculty to discuss plagiarism with students early in their student careers.

**Common Assignments**

Dale reminded department heads that those identified common assignments in SPED, EDCI 231, PSY classes be added to syllabi. Please remind faculty members to do so. There is one other undergraduate assignment received to be posted. A list will be sent on Monday to faculty of remaining needed assignments.

**Student Assessment of Instruction Instrument (SAI)**

David distributed and reviewed with the council a copy of the student assessment on instruction standard course form that was recently adopted by the faculty senate. Michael asked the department heads to review the information David presented and appropriately adapt this for their departments. SAIs will be conducted via MyCat in the future. Michael also reminded the department heads that student evaluations should be compiled and reported in the faculty members’ TPR notebook so that the
SAI data is readily apparent and meaningful when reviewed by the college and university TPR committees. 

**SACS Documents** 
Michael

An email from Carol Burton and those faculty members needing credential support was distributed to Lisa, Bob H. and Bob B. Responses are due back to Michael by January 15th.

**10% Random FAI Due on January 15th** 
Lee

Lee reminded the council that 10% random inventory is due on January 15th. Permission to remove asset forms are due to Lee on the 15th. On a random walkthrough Lee noted several computers that could easily be stolen. When ordering new equipment units must also order appropriate lock down equipment.

**Lillian Range Conflict with Accreditation Meeting**
Dr. Range’s presentation will be held from 9-12 on January 26, 2007. The accreditation meeting that was scheduled during this time frame will either be rescheduled to the afternoon or postponed to the next regular meeting date in February.

**Task List Status Report**

- **WCU Survey Development** 
  Renee
  Please submit questions to Renee by January 19th.

- **Fixed Asset Inventory** 
  Lee

- **Tracking Department Research Interests** 
  Lee

Lee is currently evaluating tools for tracking.

- **Common Assignments** 
  Department Heads

- **Increasing Number of Graduates Applying for Licensure** 
  Dale

- **Development Priorities** 
  Michael

**Information**

- **Summer Enrichment Program** (formerly known as the Cullowhee Experience) 
  Kim/Elaine
  Kim distributed a survey to the council that was conducted on the summer enrichment experience. The committee is looking at a possible date of July 23-27 and the program is still planning. Request for Proposals will be sent to faculty sometime in February/March. This is a fee based program. The committee anticipates $85 for the week which will run Monday through Friday from 9 – 12.

- **SUTEP Newsletter** 
  Ruth
  Ruth distributed the SUTEP newsletter to units for distribution to faculty. She also requested that departments let her know of students to be highlighted in the next newsletter which will begin processing in February. Elaine asked if professional development activity announcements could be included in the next issue.

*Handouts

**Standing Updates**

- **Department Heads – Teacher Education Enrollment Growth Targets**
  Dr. Bob Houghton - Birth Kindergarten Elementary Middle Grades Education
  Dr. Jacque Jacobs – Educational Leadership and Foundations
  Dr. David Claxton - Health and Human Performance
  Dr. Lisa Bloom - Human Services
  Dr. David McCord – Psychology
  Dr. Dale Carpenter - NCATE/DPI
  Ms. Renee Corbin – Assessment
Mr. Ken Hunt - Field Experiences  
Dr. Lee Nickles – Instructional Technology, Inventory, Curriculum  
Dr. Elaine Franklin – Center for Math and Science  
Ms. Kim Elliott – Rural Education  
Ms. Ruth McCreary – SUTEP – School Services Report  
Dr. Jacqueline Smith – Teaching Fellows, Model Clinical, Scholarships  
Ms. Janice Holt – Center for the Support of Beginning Teachers  

Important Dates  
January 5, 2007, 10:30-11:30 a.m., KL 104 CEAP Spring Semester Meeting  
January 5, 2007  Leadership Council Meeting  
January 15, 2007 Graduate Assistantship Requests & Tuition Waivers due to Graduate School  
**January 15, 2007** SACs Credential Info. Due to Provost  
**January 15, 2007** Random Fixed Asset Inventory Due  
**January 19, 2007**  
January 19, 2007 Leadership Council Meeting  
**January 26, 2007, KL 104, 9-12** Dr. Lillian Range Presentation  
January 30, 2007 Graduate School Notifies CEAP of Allocations Received  
February 1, 2007 Botner Nominees Due to Dean  
February 2, 2007 Leadership Council Meeting  
February 15, 2007 Botner Nominee Files Due to Dean  
February 15, 2007 Scholarship Award Letters Ready  
February 16, 2007 Leadership Council Meeting  
February 28, 2007 Scholarship Autobiographical Forms Returned to Office of Special Programs  
March 16, 2007 Leadership Council Meeting  
March 25, 2007 Scholarship Acceptance and Thank You Letters Due to OSP  
March 30, 2007 Leadership Council Meeting  
April 20, 2007 Leadership Council Meeting  
April 23, 2007, 5:00-6:00 p.m., Grandroom Teacher Appreciation Celebration  
May 4, 2007 Leadership Council Meeting  
May 18, 2007 Leadership Council Meeting  
June 1, 2007 Graduate Assistantship AA15s, Job Description & Cert. Statement Due  
June 1, 2007 Tuition Waiver Request Forms Due to Graduate School for Students on Tuition Waivers  
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  

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.