The CEAP Leadership Council met on Friday, May 5, 2006 at 8:30 a.m. in Killian 218.

**Members present:** L. Bloom, D. Carpenter, D. Claxton, R. Corbin, B. Coulter M. Dougherty, K. Elliott, J. Jacobs, D. McCord, R. McCreary, J. Perlmutter, J. Smith

**Members absent:** E. Franklin, G. Freeman

**Others present:** M. Hargis, R. Houghton, M. Rompf

**Announcements**

Michael welcomed the Leadership Council and asked for announcements from the council members. Jane informed the council that a Mathematics educator has been hired for BKEMGE who is currently working on his doctorate from Texas A & M. Michael reported that he presented a plaque to Buncombe County on Thursday evening to recognize its partnership with Western in achieving the ATE Distinguished Program in Teacher Education Award. Buncombe County is very appreciative of the partnership that it has with Western and thanked the university for all it does to support public schools. Michael then introduced today’s first guest speaker, Michelle Hargis, Director of Sponsored Research Programs.

**Minutes**

Motion and second to approve the minutes of the 4/21/06 meeting. Motion passed.

**Guest Speaker**

Michelle Hargis, Director of Sponsored Research Programs, provided the council with a handout and discussed her vision of the department. Shelly noted that in the past the department functioned from an audit perspective however the focus today is being placed on providing service to the university. The department will provide grant writing assistance, pre and post service of grants, and budget training for all new grant recipients. Other department initiatives include the move of Reggie Rogers to the Outreach Center to create a centralized environment for handling grants, streamlining of the paperwork to create a lean process that meets all of the requirements and removes excess routing, development of a more user friendly web-site, and the creation of a proposal development team which will go to the college to assist faculty. Shelly offered her assistance with budget issues and recognized that the college accounting system and grant accounting are not compatible. Shelly requested input from the group. Kim thanked Shelly for her grant writing assistance and her help navigating and creating ease in the process with the NC Quest proposal that the college submitted and was awarded.

Bob Houghton, Professor in BKEMGE, provided the council a demonstration of Croquet 1.0 Beta, the 3D collaboration browser that may overtake the world of web page browsers, a system that could be the basis for the college’s Virtual
School grant. Bob navigated the website, www.opencroquet.org, for the council. This web browser is free to download and is aimed at becoming an operating system.

**Dean’s Report**

**Task Force on Rationalization.** Michael reported that the task force met earlier in the week and will meet again on Monday to make final recommendations to submit to the Provost.

**TPR Expectations.** Michael distributed a copy of the email from Kyle Carter that was sent to faculty and asked the department heads to review.

**Summer Compensation Schedule.** A handout was given to department heads that discussed summer expectations and compensation for department heads. Michael asked the department heads to review.

**Discussion**

**Asheville Citizen Times Offer**

Michael

A handout was given to the council from Bill Studenc that requests guest writers for a local column on the education page in the Asheville Citizen Times. Michael asked for this information to be shared with faculty.

**Graduate Assistant Requests**

Michael

Giving up assistantships to support other areas of the institution will be a topic of discussion at the council of deans. Michael will update the leadership following the discussion. If any of the departments want to inquire about unfilled assistantships please check first within our college. For any other inquiries email Scott Higgins and copy Michael.

**Database of Graduate Assistantships and Assistants**

Jacque

Jacque distributed a template to the department heads for the college to use to begin a database of assistantships in order to create a better understanding and awareness of the allocation process and to easily identify areas throughout the university that CEAP is supporting. The council noted there has been difficulty in understanding the allocation process for assistantships. Database for graduate assistantships and assistants will be added to the council’s task list status report.

**Teacher Cadet Elective Credit at WCU**

Kim

Kim discussed with the council a concern that there is a negative perception of Western by prospective students, parents and high school counselors surrounding the fact that students coming to WCU are not eligible to receive elective credits at WCU for their participation in the Teacher Cadet program. The council discussed that not offering elective credit is a recruitment issue for Western and not a credit issue. Kim and Dale will meet to explore the issue further.

**Submitted Materials to the Dean for Dept Head AFE**

Michael

A handout was distributed to the department heads outlining guidelines for the submission of materials for the department head AFE. These materials are due to Michael on Wednesday, May 10th. Department heads must also submit to the dean’s office signed copies of faculty AFEs, faculty activity sheets, and faculty ranking by June 1st.

**AFE Portfolio**

Jacque

Jacque shared the portfolio that she created for her AFE with the group and explained how she organized her materials. Michael remarked that this was complete and organized and that others may consider using her format.
**Task List Status Report**

*Increasing Number of Graduates Applying for Licensure*  
Dale  
No report.

*Graduate School Assessment Plan*  
Renee  
No report.

*Program Assessment*  
Renee  
Renee reported that survey information has been compiled by majors and she will review this data independently with each department.

*Development Priorities*  
Michael  
No report.

**Information**

*Driver License Information for Motor Pool*  
Mary  
Mary reminded the council to submit driver license information for their unit and to submit FERPA training acknowledgement forms to the dean’s office.

*How Do I Submit a Suggestion?*  
In follow up to the campus efficiency forum, a handout was distributed outlining how to submit suggestions.

*Junior-Senior Enrollment by Undergraduate Major Including Second Majors*  
This information was distributed and shows enrollment data for the last five years.

**Standing Updates**

Department Heads – Teacher Education Enrollment Growth Targets  
No report.

Dr. Perlmutter - Birth Kindergarten Elementary Middle Grades Education  
Jane reported that Dr. Patricia Bricker has accepted the Science position.

Dr. Jacobs – Educational Leadership and Foundations  
Jacque reported that the department has filled its third position. Dr. Kathleen Jorissens will join the department in the fall.

Dr. Claxton - Health and Human Performance  
No report.

Dr. Bloom - Human Services  
No report.

Dr. David McCord – Psychology  
No report.

Dr. Carpenter - NCATE/DPI  
Dale told the council that in response to recent inquiries regarding what qualifies an educator as “highly qualified”, the dean’s office is responding by referring the party to the personnel department within the school system. Please encourage faculty to direct students to the school system to find out what the school board is requiring to meet highly qualified status.

Ms. Renee Corbin – Assessment  
No report.

Dr. Greta Freeman - Field Experiences  
No report.

Dr. Ben Coulter – Instructional Technology, Inventory  
No report.
Dr. Elaine Franklin – Center for Math and Science
No report.
Ms. Kim Elliott – Rural Education
No report.
Ms. Ruth McCreary – SUTEP – School Services Report
Ruth reminded the council that school service reports were due by June 1st.
Ms. Jacqueline Smith – Teaching Fellows, Model Clinical, Scholarships
Jackie distributed a list of 15 students who are the recipients of the FTNC and PEC scholarships. Each student will receive $6500.

**Important Dates**

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>April 29 – May 5, 2006</td>
<td>Final Exam Week for Spring</td>
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<tr>
<td>May 12, 2006</td>
<td>Departments-SACS Faculty Credentials</td>
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<td>May 31, 2006</td>
<td>Assessment Plans- University Planning</td>
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<td>June 11-30, 2006</td>
<td>Legislators’ School</td>
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<td>June 11-16, 2006</td>
<td>Legislators’ School Staff Training</td>
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<td>June 17-23, 2006</td>
<td>Legislators’ School- Middle School</td>
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<td>June 24-30, 2006</td>
<td>Legislators’ School- High School</td>
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<td>July 5 – August 2, 2006</td>
<td>NC Teach Summer Institute</td>
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<td>July 24-28, 2006</td>
<td>Elementary Science Institute</td>
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<td>July 31-August 4, 2006</td>
<td>Elementary Science Institute</td>
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The council meeting was adjourned at 10:15 a.m. Michael asked the department heads to remain. He then facilitated a review of the last academic year with the department heads. Michael asked for their assessment on how the year went, asked for suggestions on how the dean’s office could serve the college better and he thanked the department heads for their service throughout the past year.

Submitted by – Mary Rompf

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