College of Education and Allied Professions Leadership Council

The CEAP Leadership Council met on Friday, May 7, 2010 at 10:00 a.m. in Killian 218.


Members absent: L. Nickles, W.D. Nichols

Others present: T. Rose for EMGE, M. Rompf

Minutes
Motion and second to approve the minutes of the April 23, 2010 meeting. Motion passed.

Announcements
Janice introduced Heath Nettles and Kurt Frederick to the council. Heath and Kurt are advisors in the TRACS Office. Heath will advise elementary students and Kurt will advise PE and BK students.

Perry thanked Jamel for her professionalism and service to the college and university.

Renee reminded the council about the Chancellor’s Task Force on Teacher Supply and Demand luncheon which will be held on Friday, May 14th.

Jamel asked departments to send service learning reports directly to Glenn Bowen if they have not already submitted a report.

David ran a Digital Measures report in order to provide a report on faculty activities. Using the Digital Measures system is very helpful in acquiring data requests. Perry asked that all departments move to digital measures this fall.

Theme Discussion

GA Proposals
This item will be moved to the next Leadership Council meeting.

Council Members

Business Items

Travel Pre-approval
A travel pre-authorization form and chart for authorization requirements was distributed to the council members. All travel requires pre-authorization. The travel pre-authorization and reimbursement form will be used by the college for all travel. Should the university put forth a different process, CEAP will revisit how it handles pre-authorization. College administrative assistants will be provided this same information at the staff breakfast on Tuesday, May 7, 2010.
Fall Orientations:  
- Application
- Internship/Student Teaching

There will be three student intern/cooperating teacher/university supervision orientations in the fall. The sessions will be held in Buncombe County, Cherokee County and at WCU. Gwendoline reviewed the fall orientations meeting agenda with the council. Residential graduate and undergraduate students will be expected to attend the orientation sessions as this is a requirement for all initially licensed candidates. Gwen asked for feedback from the council regarding how to assist distance students and cooperating teachers. Janice suggested that the TRACS Office will be able to assist with this process. An online orientation will be developed for distance students only.

Field Placement Guidelines

The draft field placement guidelines proposal was taken to the PEC council. A quorum was not met. Gwendoline will bring the guidelines back to the PEC in September for further review.

Handbook

The council discussed that the name of the handbook will be *Teacher Licensure Candidate Placement Handbook for Undergraduate and Graduate Students*. A sub-committee of the PEC, chaired by Gwendoline, will work to update the handbook this summer. Departments are asked to provide updated program information to Gwendoline by July 1st. Program updates should be sent to the department head, copying Gwendoline.

Teaching Fellows/Importance of Communication

Jackie asked the council for feedback on how to put a communication mechanism in place so that faculty can advise Jackie when Teaching Fellows show performance issues in classes or during their internship. The Teaching Fellows scholarship program allows for disposition conversations between student, program director and parent/guardian when a student is in jeopardy of failing. It was suggested that Jackie contact the Athletic Department to find out about the early alert system used by athletics. It was also suggested that faculty be asked only to respond to inquiries about students for whom they have concern. Renee also indicated that a system report can be set up to run data on grade performance for Teaching Fellow students.

Task List Status Report

Field Placement Guidelines  
- Revisions will be discussed at May 7th meeting  
Faculty Load Re: Visiting Intern Is and IIs  
Annual Assignment Tracking Mechanism  
- Due end of semester  
Chancellor Task Force on Teacher Supply/Demand-5/14  
- Due to council by February 15th  

For Information

*Handouts-sent electronically*

Important Dates - Please Note Change to Leadership Council Meeting Dates
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<tr>
<th>Date</th>
<th>Event Description</th>
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<tr>
<td>May 7, 2010</td>
<td>Department Head AFE Materials Due</td>
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<td>May 7, 2010</td>
<td>Signed Faculty AFEs Due to Dean</td>
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<tr>
<td>August 9, 2010</td>
<td>Department Head Workshop</td>
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<td>August 11-13 &amp; 17, 2010</td>
<td>New Faculty Orientation</td>
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<td>August 18, 2010</td>
<td>University Faculty/Staff Reception/Mtg</td>
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<td>August 18, 2010, 8:30-11:00 AM, FPAC</td>
<td>Coulter Faculty Center Luncheon</td>
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<td>August 18, 2010, 11:30-1:00</td>
<td>CEAP Opening Semester Meeting</td>
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<td>August 18, 2010, 1:00 PM, KL 104</td>
<td>Departmental Meetings</td>
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<td>August 19, 2010, 9:00 AM</td>
<td>Cooperating Teacher Orientation</td>
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<td>09-10 Leadership Council Dates:</td>
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<tr>
<td>May 7, 2010, 10:00 AM</td>
<td>Thursday, May 20, 2010, 9:00 AM</td>
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<td>Wednesday, June 9, 2010, 9:00 AM</td>
<td>Wednesday, June 23, 2010, 9:00 AM</td>
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The council meeting was adjourned at approximately 11:20 a.m.

Submitted by – Mary Rompf

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