College of Education and Allied Professions Leadership Council

The CEAP Leadership Council met on Friday, May 9, 2008 at 8:00 a.m. in Killian 218.


Members absent: E. Franklin

Others present: M. Rompf

Minutes
Motion and second to approve the minutes of the April 18, 2008 meeting. Motion passed.

Dean’s Report
Michael reported the following:
- Thank You for a Great Year!
- Reminder: there are two graduations tomorrow. There are seven doctoral students graduating!
- UNC-T Document - there is a lot of information related to our programs incorporated into the final document.
- Merit Pay – please review information for classifying faculty.
- Ordering Textbooks for Fall - the earlier textbooks are ordered, the more opportunity the university has to purchase books from the used market.
- CRD – Collegial review documents are being reviewed by the Provost office. We expect feedback soon and revisions will happen via email during the summer.
- Notes from Leadership Meeting with the Chancellor.
  * Freshman class should be 1300-1400 students. * SAT scores are similar to Greensboro vs. ECU. * Transfer student count holding; graduate student count is up. * There is a proposed town center on the millennial campus. * We are looking at a cooperative venture with Blue Ridge Community College to develop a branch campus. * There may be a budget cut of 2.5%; however we expect an equal amount back in distance learning dollars.
- Staffing Plans for 09-10 are not yet final but we will know something soon and hope to fare well. We might have approval to fill failed searches with fixed term positions for 08-09.

Discussion
Council Members
Michael

Michael asked the council to discuss ways to improve the awards ceremony. The council considered incorporating the following changes into the program next year: holding the ceremony in the UC, having a microphone, taking student photos before the ceremony, moving OPT to the end of the ceremony and having one person designated to give certificates to the presenter. The council also discussed that presenters may consider saying a few things about the award or scholarship while the student is coming forward; then, when the student arrives at the front of the room, the presenter would
mention a few things about the student. Michael recommended that the student recognition committee should consider developing guidelines on how to present an award next fall. Committee members should be more involved in the process and consider standardization of the event; including, the possibility of using presenter folders.

*ClassScape Assessment System*  
*Dale*
This is an electronic assessment program developed at NC State. School systems subscribe to this. Product costs and available tests are outlined in the handouts. The education deans for the UNC system were asked about their knowledge of this readily available formative assessment system. General Administration would like to know if colleges of education are interested in this product; and specifically, where we see areas that this product could be used.

*School Services Report Update*  
*Ruth*
Information must be submitted no later than June 1st. Ruth distributed a handout listing those who submitted a report to date. This is the data and basis for the IHE report that the college submits each year to the state evaluation committee. It is important, especially when considering upcoming program changes, that we collect and report this data in effective ways.

*Teacher Work Samples*  
*Ruth*
Ruth asked the council to discuss “bonus points on the post test of the teacher work sample.” There may be some issues concerning how we account for bonus points in our data. Michael suggested that the assessment committee evaluate this next year. Another consideration will be to redefine instructions in the intern handbook.

*Assessment Software*  
*Renee*
Renee distributed a handout on a software tool for data management. Should the university find the funding for this product, this product will act as an overlay to banner and would provide much simpler report extraction.

*Teacher Recruitment Plan Update*  
*Kim*
Marketing materials for teacher recruitment were distributed to council members. If anyone needs additional supplies over the summer, please contact the Office for Rural Education. Kim also reported that 26 out of 27 action plans are on track or entirely implemented.

*Science and English Curriculum Dialogues/Fall 2008*  
*Dale, Ruth and Kim*
Science curriculum alignment and dialogues began yesterday with faculty from CEAP, A&S, community colleges and high school teachers. Curriculum has become a topic of conversation with our partners. Grant funding is available to support the work of faculty who would engage in and explore curriculum in the school system. Additional dialogue will continue today with a discussion on English curriculum.

*Model Clinical Evaluations*  
*Jackie*
Jackie provided information to the department heads regarding faculty and model clinical evaluation reports. Jackie suggested going back to hard copy evaluations due to a reduced electronic evaluation response rate this semester. Concerns about online
courses were discussed; these will remain online. The council unanimously voted to conduct hard copy model clinical surveys next year with the exception of courses taught online.

**Update on Scholarship Assessment Data**  
Jackie  
Jackie distributed scholarship assessment data to the council. There were 1040 students who came to the Office of Special programs for scholarship information 204 students received scholarship funding. A suggestion was made to include total scholarship dollars awarded and % targets on future reports.

**2008-2009 Committees**  
Michael  
*Teacher Productivity Goals* *(handouts emailed 5/7)*  
*Dept Heads/Michael/ Dale/Janice*  
Michael met with department heads following the leadership council meeting and discussed committee needs for the next academic year and teacher productivity goals.

**Center Annual Reports (11:00 a.m.)**  
Michael/Directors  
Michael met with the directors to discuss center annual reports.

**Task List Status Report**  

<table>
<thead>
<tr>
<th>Task</th>
<th>Responsible</th>
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</thead>
<tbody>
<tr>
<td>Academic Integrity Faculty Fellow</td>
<td>Department Heads</td>
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<tr>
<td><em>Dale Brotherton is considering this. Lisa will follow up.</em></td>
<td></td>
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<tr>
<td>Jamaican Course Evaluation Process</td>
<td>Bob H/David</td>
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<tr>
<td>TaskStream and QEP</td>
<td>Bob H/Lee</td>
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<tr>
<td>Acceptable Use Policy for Media on the Web</td>
<td>Bob H</td>
</tr>
<tr>
<td>Accounting for Faculty Going to Jamaica</td>
<td>Department Heads</td>
</tr>
<tr>
<td>Satisfaction Survey of Current Students</td>
<td>Renee</td>
</tr>
<tr>
<td>Satisfaction of Faculty/Staff Survey</td>
<td>Renee</td>
</tr>
<tr>
<td>Redefining Diverse Field Experiences</td>
<td>Ken</td>
</tr>
<tr>
<td>Guidelines for Supervision of Interns and Student Teachers</td>
<td>Ken/Dale</td>
</tr>
<tr>
<td><strong>No Reports.</strong></td>
<td></td>
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</tbody>
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**Important Dates**

- May 8 and 9, 2008, Interviews  
- Assistant Director for Teacher Recruitment  
- May 8, 2008, Camp Bldg, 12:00 p.m.  
- Planning - Science Curriculum Dialogues  
- May 9, 2008, Camp Bldg, 12:00 p.m.  
- Planning - English Curriculum Dialogues  
- May 10, 2008  
- Commencement  
- May 13, 2008, Camp Bldg, 11:30 a.m.  
- NC QUEST SCIENCES Grant Evaluation  
- May 16, 2008, KL104  
- Leadership Council Luncheon  
- May 19, 2008, Camp Bldg Dining Room  
- Teacher Education Enrollment Plan Team Luncheon and Update  
- **May 30, 2008**  
- Assessment Reports DUE to Renee  
  **Submit by May 15th if unavailable after the semester**  
  
- June 8-13, 2008  
- Legislator’s School (LSYLD) Staff Training, Development, Orientation  
- June 14-20, 2008  
- LSYLD for Middle School Students  
- June 21-27, 2008  
- LSYLD for High School Students  
- October 21, 2008, Ramsey Center  
- High School Teachers of Tomorrow
Leadership Council Dates through June 2008:
May 16, 2008
June 6, 2008
June 20, 2008

The council meeting was adjourned at approximately 10:15 a.m. and was followed by separate meetings with department heads and directors.

Submitted by – Mary Rompf

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