

College of Education and Allied Professions Leadership Council

The CEAP Leadership Council met on Friday, June 6, 2008 at 8:00 a.m. in Killian 218.

Members present: L. Bloom, D. Carpenter, R. Corbin, M. Dougherty, K. Elliott, E. Franklin, J. Holt, B. Houghton, K. Hunt, J. Jacobs, R. McCreary, L. Nickles, J. Smith

Members absent: J. Anderson-Ruff, B. Beaudet, D. McCord

Others present: B. Tholkes for HPER, M. Rompf

Announcements: Lee announced that Bradley Williams is the new technology support representative to CEAP. Brad will attend faculty meetings in the fall in order to establish a presence with faculty. We are pleased to have Brad join CEAP.

Minutes Motion and second to approve the minutes of the May 9, 2008 meeting.
Motion passed.

Dean's Report Michael reported the following:

- Work Study Students- There is a movement from the Provost Office to use work study funds more efficiently on campus. Specifically, this may be a good tie in to the QEP. Work study students may be hired up to \$8.50/hour. Departments may consider “over hiring” to compensate for students who do not complete their hours. Job postings are due to Joanne Foster no later than August 1st.
- Planning for Education Building in House Budget – A two million dollar request for the planning of an education building was included in the house budget proposal. We are hopeful that there will be funding requests for the pre-college program and for support of beginning teachers in the senate’s budget. Michael sent information on the education building planning via email to the council for review.
- CRD Meeting with Kyle is scheduled for Wednesday, June 18th. Once feedback is received from the Provost, Michael will meet with the department heads. Department heads will communicate this information to department collegial review committees and work with them to resolve any issues.
- Teacher Productivity Targets – 2008-2009 and 2009-2010 production targets will be revised using data for actual 07-08 completers. This will allow the use of “cleaner” data for basing projections and the ability to remove Jamaican students from the targets who were previously included in the original targets.

Discussion

Council Members

Summer Event Dates *

Michael

If units have a request of the Provost or Chancellor to attend any summer events, please send these directly to the Provost Office.

- *Send requests to Amy Jacobs at aejacobs1@catamount.wcu.edu by the end of the day today, Friday, June 6th*

IHE Performance Report –

Collaborative Activities with P-12 Schools * Dale

- *Please send Dale any major activity that is missing by Monday, June 16th at 5 pm.*

Dale provided the council with a handout, in table format, that outlines the collaborative activities with P-12 schools. This information is reviewed by the state evaluation committee. Council members are asked to review the table and look for anything that has been left off, which should be included.

Review Reports in Banner Report Portal Renee

CEAP hired a consultant to assist with report development for CEAP. Renee reviewed the following reports that have been created to date:

- Faculty Load
- Enrollment Prediction (what's going on now, so you can predict.....)
- IHE Report data – student teaching courses, courses taken and update
- TEP Race by Major and Degree
- TEP Avg GPA by Program
- TEP Enrolled Roster

Some suggestions for future reports include: ability to run reports by subject code, distance learning, historical student intern data, program completers, and Teaching Fellows data for their annual state reporting. Each unit should consider their unique reporting needs and provide feedback/requests to Renee. Michael asked Renee to send to the Leadership Council a list of the currently available reports with a paragraph about each explaining the report. Column headings for each report are to be included.

Based on that information, unit heads are to send requests to Renee that she will review and combine. In addition, a glossary should be created on data definitions; for example, define what “active” means in relationship to the Banner system.

Hiring Faculty from Other Campuses for Online Teaching Jacque

Jacque had an inquiry from a faculty member who is employed at a sister institution and who would like to teach an online class. As a reminder, if a faculty member from a sister institution applies, there are protocols of communication with the sister institution which must be followed.

Update: WNC EdNet Bob H.

WNC EdNet is comprised of Jackson County and the six counties to the west of Jackson. The fiber ring that WNC EdNet had hoped to build is no longer being pursued. Instead, MCNC is building out a statewide network to all school districts. They are promising 100 megabytes to each school. This fall technology professional development training for the public school teachers and administrators in the seven western counties will be held. The TAC, co-chaired by Bob Houghton, will meet throughout the summer to discuss and plan this activity. A grant from the Cherokee Foundation, in the amount of \$50,000, has been acquired to support this endeavor.

Ways to Demonstrate Appreciation to our Teachers Ruth

Ruth began by thanking council members for encouraging colleagues to submit School Services Reports. Several reports have recently been received. Ruth then asked the

council to consider how CEAP might show appreciation to public school teachers (those who host our students). Suggestions included: \$20-\$50 for supply money, ask the teachers themselves what makes sense, sponsor a coffee break or lunch on a teacher work day, host regional events, use local supply stores in each region if supply money is chosen, provide funding to the school liaison to determine how to best address needs of the school, or consider VISA check cards (this option would need to be discussed with Chuck Wooten as to appropriateness). The growth of the partnership causes the college to rethink how to show appreciation to public school teachers. The poster session piece of the Teacher Appreciation Celebration could be converted to an opportunity to showcase and share student work at intern/student teacher seminar.

**Handouts*

Task List Status Report

Academic Integrity Faculty Fellow

Lisa will email Mary to let us know if Dale Brotherton will do this.

Department Heads

Jamaican Course Evaluation Process

Distance Education has been delivering these to the dean's office when faculty return from Jamaica. This can be removed from the list.

Bob H/David

TaskStream and QEP

No update.

Bob H/Lee

Acceptable Use Policy for Media on the Web *

Bob distributed a handout to the council which included a draft policy for the council to discuss. After discussion, Michael stated that he will look into this at the university level. Another issue concerning acceptable use is the use of photographs in the P-12 schools by interns and how we disseminate information to our students. This information should be included in the student teacher handbook. Michael asked Dale to conduct external scanning.

Bob H

Satisfaction Survey of Current Students

No report.

Renee

Satisfaction of Faculty/Staff Survey

No report.

Renee

Redefining Diverse Field Experiences

Ken

Guidelines for Supervision of Interns and Student Teachers

No report.

Ken/Dale

Important Dates

May 30, 2008

***Submit by May 15th, if unavailable after the semester*

Assessment Reports DUE to Renee

June 8-13, 2008

Legislator's School (LSYLD) Staff

Training, Development, Orientation

June 14-20, 2008

LSYLD for Middle School Students

June 15, 2008

CEAP Assessment DUE to Melissa Wargo

June 21-27, 2008

LSYLD for High School Students

October 21, 2008, Ramsey Center

High School Teachers of Tomorrow

February 10, 2009, Ramsey Center

Middle School Teachers of Tomorrow

Leadership Council Dates through December 2008:

June 20, 2008

October 17, 2008

August 8, 2008

October 31, 2008

August 22, 2008
September 5, 2008
September 26, 2008

November 7, 2008
November 21, 2008
December 5, 2008

The council meeting was adjourned at approximately 10:40 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.