College of Education and Allied Professions Leadership Council

The CEAP Leadership Council met on Friday, June 12, 2009 at 8:30 a.m. in Killian 218.


Members absent:  J. Anderson-Ruff, L. Bloom, K. Hunt, J. Jacobs

Others present:  A. Alexander for ELF, M. Rompf

Announcements:  Council Members

Dan thanked Michael for his leadership and service to the council and college for the past ten years.

Kim announced WCU on Tour will take place the week on September 14th. Programs should provide Kim with brochures. Last year 540 students attended.

Lee reported school services are up 70% over reported services last year. Thank you for all the support provided to the public school systems.

Jackie will be meeting incoming freshmen and their families next Saturday in Raleigh. Forty students have been accepted into Western's Teaching Fellows program. This number may increase.

Dean's Report

- Council of Deans - June 2, 2009
  - Trend Data – Data sets are being distributed to the colleges. Department heads should review and become familiar with this information. More will be forthcoming.
  - CIO Candidates – COD have interviewed the CIO candidates at their recent meetings. David reported four candidates have been asked to come to campus. Three candidates have already interviewed; one candidate has withdrawn. Candidates were impressive and it is expected an offer will be forthcoming.

- Provost Council - June 9, 2009
  - Enrollment – Looks like there may be around 1575 freshmen this fall.
  - Reporting – Effective 7/1/2009, Admissions will report to Sam Miller. Career Services will move under Carol Burton.
  - Pay for Print – Currently, charges are not being assessed. This will change. Departments need to assign a portion of the budget to printing. Desktops/printers remain as long as they are operational.
  - Academic Program Review – It is expected program review should be complete by Thanksgiving week. Deans are looking at filters for the review process.
  - Non-academic Program Review – Non-academic programs across campus and number of administrators are under review. Deans will meet with
Provost Carter next week to get a better understanding of how the review process will take place.
  o Budget – Should additional dollars need to be returned next academic year, it is expected dollars will come from non-academic programs.

Minutes
Motion and second to approve the minutes of the May 29, 2009 meeting. Motion passed.

Discussion

Summer Program Directors
  Michael
  Michael reminded department heads to inform summer program directors of compensation.

Majors on Diploma
  Dan
  Dan has worked with departments to verify how programs would like diplomas to read. A few changes were noted. This work is complete and will be sent to the Registrar.

Graduate Catalog Residency Requirement *
  Dan
  Dan provided the council with a review of the residency requirement listed in the graduate catalog. Some of the language is reflective of old data. Dan will request all language specifically referencing teacher education be deleted. Ann encouraged graduate school to review SACS Accreditation standard 3.6.3 which states a majority of program credits must be completed residentially.

Computer Distribution Proposal, Revised *
  Lee
  Lee reviewed the revised computer distribution proposal with the council. Lee made a motion the revised proposal be accepted as CEAP policy for the next two academic years in light of the current budget situation and availability of funds for technology. The motion was seconded and passed.

Pay-for-Print Locations Recommendation
  Lee
  Lee provided the council with a review of recommended placement of the pay for print copiers. The council endorsed Lee’s recommendation. The units will be placed accordingly.

Closet Space
  Dee
  Dee discussed the usage of closet space in Killian and asked the question could the space be used differently and materials be better utilized and shared. Dee and Elaine will collaborate on closet space and materials stored in the closet across from the Reading Center. Michael suggested some materials may be better utilized if assigned to the curriculum materials center. Office equipment/supply items currently stored in closets should be made available for units.

Phone Tree *
  Mary
  A copy of the college telephone tree was distributed to the council as a reminder when transferring phones in light of summer vacations.

09-10 Committee List *
  Mary
The 09-10 CEAP committee list was distributed to council members. Vacancies are highlighted on the sheet along with unit responsible for filling vacancy. Names of committee members for vacancies are due to the dean’s office by September 1, 2009.

*Handouts-sent electronically*

**Task List Status Report**

*Faculty Load Re: Visiting Is and IIs*  
*Department Heads*

No report.

**For Information - Please review these handouts.**

- 08-09 WCU Revenue *
- Pay for Print Business Model *

**Important Dates**

- September 14 – 18, 2009
- October 30, 2009
- November 2, 2009
- November 24, 2009
- December 7, 2009
- December 14, 2009
- February 4, 2009
- February 9, 2009
- February 9, 2009
- February 23, 2009
- February 24, 2009

- WCU on Tour–Brochures due to Kim 9/10
- Tenure/Promotion Files due to Dean
- 2nd Yr Reappointment Files due to Dean
- 2nd Yr Reappointment Files due to Provost
- Tenure/Promotion Files due to Provost

- 3-5 Yr Reappointment Files due to Dean
  - 3-5 Yr Reappointment Files due to Provost

- Post Tenure Review Files due to Dean
- 1st Yr Reappointment Files due to Dean
  - 1st Yr Reappointment Files due to Provost
  - Post Tenure Rev AA12 due to Provost

**08-09 Leadership Council Dates:**  
June 12, 2009

**09-10 Leadership Council Dates:**

- July 24, 2009  
- August 7, 2009
- August 21, 2009  
- September 4, 2009
- September 18, 2009  
- October 2, 2009
- October 23, 2009  
- November 6, 2009
- November 20, 2009  
- December 4, 2009
- December 18, 2009  
- January 8, 2010
- January 22, 2010  
- February 5, 2010
- February 19, 2010  
- March 12, 2010
- March 26, 2010  
- April 9, 2010
- April 23, 2010  
- May 7, 2010
- May 21, 2010  
- June 11, 2010
- June 25, 2010

The council meeting was adjourned at approximately 10:20 a.m.

Submitted by – Mary Rompf

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