College of Education and Allied Professions Leadership Council

The CEAP Leadership Council met on Wednesday, July 7, 2010 at 9:00 a.m. in Killian 218.

Members present: G. Ayuninjam, B. Beaudet, D. Brotherton, R. Corbin, D. Grube, J. Holt, D. McCord, W.D. Nichols, L. Nickles, P. Schoon

Members absent: E. Franklin, E. Sigler, J. Smith

Others present: M. Karvonen for ELF, M. Rompf

Minutes Motion and second to approve the minutes of the June 21, 2010 meeting. Motion passed.

Announcements

Perry presented the Dean's Over and Above Award to Dee Nichols and his daughter, Annalyse, for their work in the community and at Cullowhee Valley Schoon. Perry thanked Dee for his commitment to serving others and his positive representation of WCU.

Janice announced that the CEAP Facebook page is up and running. CEAP's Face Book page offers tips for teachers, job postings, information on how to change student schedules, and has a link to the Department of Psychology Facebook page. The council was very complimentary of Heath and Kirk, CEAP Advisors, in the TRACS office. Perry thanked Janice and the TRACS team for their work.

Lee and Carla have relocated their offices to Killian 104 A.

Perry announced the following CEAP changes:
Effective July 1, 2010, Gwendoline, Elaine and Jackie will report to Janice. Elaine will oversee the career support functional area of TRACS. Dan's title will be Associate Dean for Academic Affairs.

Dean's Report

Council of Deans met yesterday and discussed:

- IT will release a new web design for WCU at the beginning of the semester at the faculty luncheon. CEAP is also reworking its web design to make it more user friendly. Publications is designing page banners to make the college page more attractive. Perry recommended departments consider updating their pages as well. Melissa Young in web services can assist. Lee will work with Melissa to arrange a date to meet with departments.
- CEAP will need to develop a Blackboard course archiving policy. Perry asked Lee to develop a draft policy in conjunction with the department heads and bring a recommendation back to the council. No classes will be offered in WebCat after May 2011. Wimba training will be offered to distance instructors online.

- A per computer asset fee will be assessed campus-wide effective October 1. The cost will be $16-$20 per computer. The charge will also apply to computer labs. Prior to billing, departments may consider sending out dated technology to surplus.
- IT will publish a newsletter each Monday to keep campus informed of IT initiatives, to encourage faculty governance and to develop a further understanding of needs across campus.
- FTE/SCH Targets – The Council of Deans discussed FTE/SCH targets. CEAP operates at 125% FTE which may be typical at a College of Education. Perry asked departments to move forward on discussing transparency in faculty work load across the college. WCU is funded on estimated production. Perry requested that department heads present the department FTE spreadsheet calculations at the Leadership Council meeting on July 28th. Departments should calculate the 09-10 academic year and estimate FTE for fall 2010. Department heads will meet prior to discuss consistency in how to report the data.

Theme Discussion **"Opening Day Events"**

- *College Meeting – 1:30–3 PM, Wednesday, August 18th, Killian 218*
  Department heads will introduce new faculty and provide a short biography. Perry will introduce FTE/SCH transparency and data reporting in support of differentiated staffing, discuss where the college is headed, and announce monthly faculty/staff meetings to begin a conversation and hold substantive discussion about program prioritization. Lee is working on a discussion website for faculty. Holding these discussions will enable the college and the Dean to react to difficult economic times and make decisions based on input from the college-at-large.
- Revised By-laws
  At the opening meeting, Perry will discuss the importance of attendance at fall faculty meetings. Lee will send out the proposed revisions following the college meeting for further discussion at the department level. Amendments must be submitted to Lee two weeks prior to the September 17th college-wide meeting when a discussion and vote will take place on the revised by-laws.
- *Dean/Dept Heads meet with new faculty – 3-4:00 PM*
  Perry and the department heads will meet with incoming faculty following the opening college meeting and host an open question and answer session on the tenure and promotion process at WCU. The council discussed and agreed to include second year and fixed term faculty in this meeting.

Business Items Council Members

Distance Learning Special Funding Report *Perry*

- Units receiving special funding should submit distance learning reports to the Dean by Monday, July 19th. The college-wide report is due to Provost on July 23rd.

Admission to CEAP Ceremony *Dee*

Dee introduced the idea of an "Admission to CEAP Ceremony" as a community building and retention activity. There may be opportunities to build community on

advising days. It was suggested that this type of event could be held in September and February. Perry asked Dee to work with Janice to develop a proposal that would include dates, student numbers, and details. They will contact Rubae about designing a college pin. It was also discussed that issuing CEAP lanyards and identification cards may be a consideration.

Roles and Responsibilities of Ed Outreach/Distance Ed *Dee*

Dee requested an update on the roles and responsibilities of Educational Outreach and who to go to with questions. As of July 1, colleges are supposed to receive funding for distance learning. Jamaica is a contract program. Perry encouraged department heads to continue asking questions until the college and Educational Outreach responsibilities are clearly defined. To date, the college has not received funding for either distance learning or Jamaica. Currently, Educational Outreach is being reviewed and audited.

Lee and Perry introduced the CEAP Technology and Learning Greenhouse to the council. This will be a place to "grow up" technology skills for faculty. The Greenhouse will be a supplement to the Coulter Faculty Center and will allow for opportunities to conduct research and professional development, compete for technology related grant dollars, and become a self-supporting unit.

*Handbook ** *Gwendoline*

- School Visitation by University and Academic Supervisors
  This is discussed on page 19 in the handbook. Gwendoline reviewed the school visitation and academic supervision policy with the council. Perry requested the involved that relevant department heads review the handbook cover to cover and provide feedback to Gwendoline and Janice. The council agreed to approve the handbook based on the edits and feedback received from the involved departments. The council discussed the role of the cooperating teacher in review of the teacher education sample. It was suggested that each school have one individual at the school level who would receive in depth support/training for Task Stream. Instructions for using Task Stream may be downloaded to the jump drive that will be given to cooperating teachers.
- Field Placement/Handbook Revision Meeting – 3-4 PM
  Department Heads Invited to Attend

Task List Status Report

Dispositions Policy	Dan
Field Placement Guidelines	Gwendoline
Faculty Load Re: Visiting Intern Is and IIs	Department Heads
Program Admission Requirements Review	Dan/Dept Heads

- Review completed by August 2nd

**Handouts-sent electronically*

Important Dates

August 2 and 3, 2010, University Center	Beginning Teacher Symposium
August 9, 2010, 8:30-4:00	Department Head Workshop
August 11-13 & 17, 2010	New Faculty Orientation

August 18, 2010, 8:30-11:00 AM, FPAC	University Faculty/Staff Reception/Mtg
August 18, 2010, 11:30-1:00	Coulter Faculty Center Luncheon
August 18, 2010, 1:00 PM, KL 104	CEAP Opening Semester Meeting
August 19, 2010, 9:00 AM	Departmental Meetings
August 19-21, 2010	Teaching Fellows Fall Retreat
August 26, 2010	Cooperating Teacher Orientation
August 30, 2010	Cooperating Teacher Orientation
August 31, 2010	Cooperating Teacher Orientation

College Meetings:

Wednesday, August 18, 2010, 1:30 PM, KL 104	CEAP Opening Semester Meeting
Friday, September 17, 2010, 9:00 AM, KL 104	CEAP College Meeting
Friday, October 22, 2010, 1:00 PM, KL 104	CEAP College Meeting
Monday, November 15, 2010, 11:00 AM, KL 104	CEAP College Meeting

TPR Dates:

October 28, 2010	Tenure/Promotion Files Due to Dean
November 1, 2010	2nd YR Reappointment Files Due to Dean
November 18, 2010	Tenure/Promotion Files Due to Provost
November 23, 2010	2nd YR Reappointment Files Due to Provost
December 10, 2010	3-5 YR Reappointment Files Due to Dean
February 1, 2011	3-5 YR Reappointment Files Due to Provost
February 7, 2011	1st YR Reappointment Files Due to Dean
February 7, 2011	PTR Files Due to Dean
February 21, 2011	1st YR Reappointment Files to the Provost
February 21, 2011	PTR AA12 Due to Provost

10-11 Leadership Council Dates:

Wednesday, July 7, 2010, 9:00 AM	Wednesday, July 28, 2010, 9:00 AM
Wednesday, August 25, 2010, 9:00 AM	Wednesday, September 8, 2010, 9:00 AM
Wednesday, September 22, 2010, 9:00 AM	Wednesday, October 13, 2010, 9:00 AM
Wednesday, October 27, 2010, 9:00 AM	Wednesday, November 10, 2010, 9:00 AM
Wednesday, December 1, 2010, 9:00 AM	Wednesday, December 15, 2010, 9:00 AM
Wednesday, January 5, 2011, 9:00 AM	Wednesday, January 19, 2011, 9:00 AM
Wednesday, February 2, 2011, 9:00 AM	Wednesday, February 16, 2011, 9:00 AM
Wednesday, March 9, 2011, 9:00 AM	Wednesday, March 23, 2011, 9:00 AM
Wednesday, April 6, 2011, 9:00 AM	Wednesday, April 20, 2011, 9:00 AM
Wednesday, May 4, 2011, 9:00 AM	Wednesday, May 18, 2011, 9:00 AM
Wednesday, June 8, 2011, 9:00 AM	