College of Education and Allied Professions Leadership Council

Date and Time: October 7, 2005 8:30 a.m.
Location: Killian 218

I. Announcements

Council Members
Salary increases will be in the October checks. Hope to get letters out before checks come out. Dr. David Claxton announced he is stepping down as department head next year.

II. Minutes

Approved with changing “Salaries will be a minimum of $850” to “Salary increases will be a minimum of $850.”

III. Guests

Dr. Malcolm Loughlin, Associate Dean, Distance and Continuing Education
Provost suggested he meet with the departments to give them a heads up for next year. Legislature has reduced the funding therefore; the ways of operations need to change. Malcolm will set up faculty advisory committee with 1 or 2 reps from each college. Funds will be concentrated on those who help to teach. There will be changes in the way activities are supported during summer. There will be an increase in courses offered in the summer. There will be no funding for centers that have 12 month funding. Minimester did not affect session 1 and 2 enrollment numbers. No online minimester next summer. There will be salary increase to move salaries to be more competitive. Not sure of funding yet, but probably tuition. There will still be travel monies and funding for all academic related activities. Increasing courses offered in summer, move salaries to competitive, funding reduced by legislature.

IV. Dean’s Report

No report

V. Standing Updates

Department Heads – Teacher Education Enrollment Growth Targets—Not a good turnout for majors fair or graduate fair. There is a good response at summer orientation. Questioned as to whether to continue participation; need to discuss what we can do. Seems students declare early and fall and feel they don’t need to go to majors fair. Dr. Dougherty will bring to the attention of Provost. How to use monies for recruitment.

Dr. Perlmutter Birth Kindergarten Elementary Middle Grades Education
Dr. McFadden – Educational Leadership and Foundations
Dr. Bloom – Human Services
Dr. Claxton Health and Human Performance
Dr. Carpenter - NCATE/DPI pleased with plan. Need to have a web presence for committee. October 24, 2005, 9:00 a.m.-3:00 p.m. there will be an Institutional Readiness Training by Jennifer Olson. She will discuss what is required for visit, what evidence is expected and guidelines for writing reports. Anyone who may be involved is encouraged to attend. People may attend all or part of the meeting. Michael asked department heads to try to assist faculty in attending.

Ms. Ruth McCreary – SUTEP – School Services Report—there are plans to use incentive funds for faculty involvement. Discussion on enrollment recruitment and
Beginning Teachers. There is a new SUTEP brochure which will be sent to partnership schools.

**Dr. Freeman- Field Experiences** -- Emailed letter to students regarding the gas situation. Asked department heads to get word out to students regarding internship placement. Discussion on changing the wording on signs to include “‘all majors”. Discussed ways to make sure we’ve let students know. Discussed the possibility of an announcement section on web site and/or web-cat.

**Jacqueline Smith – Teaching Fellows, Model Clinical, Scholarships** — a couple of scholarships have already been handed out. Model clinical getting data base for invitations. 8 slots available, 10 distance education slots are already filled. Teaching Fellows Open House Saturday. Ongoing recruitment.

**Kim Elliott – Rural Education** -- 71 high school students registered for Teachers of Tomorrow. Working on $250,000 grant for Alleghany County virtual school.

**Renee Corbin – Assessment** -- NCATE training last week. We are further along than a lot of other institutions. Reviewed six standards. Evidence for reporting and compliance. Feels we will be ready when NCATE gets here.

**Ben Coulter – Instructional Technology**. Inventory--Taskteam was chosen for portfolio software. Attorney looking at contract. Plato software, problem reporting student summary when students take test. Working on correcting. Inventory stabilized, waiting report from internal auditor. Temp IT support, Joe Savage, assigned to Killian and Reid. Call IT with any problems. Co-op student search under way.

**Task List Status Report**

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<td>Electronic Portfolio</td>
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<td>Program Assessment</td>
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<td>Vote whether to approve Graduate Programs Template</td>
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<td>Email by 10/14</td>
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<td>Marshall nominations</td>
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<td>Email Michael by 10/14</td>
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<td>Commencement</td>
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**VI. Discussion**

**Summer School Advising Committee Membership (2)**

Council Members

**Dougherty**

*Review should we get involved? Faculty/student exchanges.*

**Isothermal and Blue Ridge Academic Program Advisor**

*Dougherty*

*Job description and ad. Search committee. What kind of training will person need? Hope to expand in future. Restructuring task force. Discussion on WebCT site and putting issues there. Discussed that degree programs degree audit helpful w/distance*
education. Michael going to Isothermal and Blue Ridge Community College to meet regarding this. Discussion on equipment position would need. Send email to Michael by 10/14 on needs for distance education.

Faculty Marshals for Commencement
Dougherty
Need two people. 10/14 need recommendation for faculty marshals. Briefing on faculty marshal role.

Commencement Ceremonies 2005-06
Dougherty
10/21 need email for December, May and August listing who will attend

IHE Performance Report
Dougherty
Graduate Performance Report: survey shows graduates rated us below state average on all six items. But employers rated these graduates above state average. Michael distributed a copy of the survey. Overall: A superior outcome for our programs. Areas to work on? Department heads asked to work with faculty on this.

MAT/Licensure
Carpenter
What about students in MAT who do not get to the performance out in schools and we decide this is not the right thing for them, but have so many hours invested. Can they get a degree but not recommend for licensure? What are our options for those people? Early on advising and experiences. Programs should provide help early on. Is it a disservice to program to give MAT but don’t give licensure. Help students get a degree in another area? Maybe more time in school internships. Students who meet requirement and get licensed is below sister institutions of similar size.

Fifth Week Grades
Carpenter
Did not request list – 10/12 deadline. Encouraged faculty to submit grades.

VII. Information
Council Members

Student Teaching/Internship Funding

Category Change
Dougherty
Student credit hours funded by course level. Student teaching funded at higher rate than education rate

Chancellor’s Special Allocation Travel Funds
Dougherty
Encourage faculty to apply up to $500 for faculty. Get proposal in early.

VIII. Important Dates
Undergraduate Application Deadline

October 21, 2005

November 1, 2005

Department Head/Director Job Targets Due

November 3, 2005

Department Head Workshops

December 7, 2005

Open Forum with Chancellor

December 1, 2005

Qualified Scholarship Applicants to Departments

February 15, 2006

Department Head Workshops

March 12-17, 2006

Rural Urban Exchange at WCU

March 27, 2006

Applied Science Undergraduate Expo

March 28, 2006

Business Undergraduate Expo

March 29, 2006

CEAP Undergraduate Expo

March 30, 2006

Arts and Sciences Undergraduate Expo

March 26-31, 2006

Rural Urban Exchange at A & T