The CEAP Leadership Council met on Friday, July 13, 2007 at 8:30 a.m. in Killian 218.

**Members present:** B. Beaudet, D. Carpenter, R. Corbin, M. Dougherty, E. Franklin, B. Houghton, K. Hunt, R. McCreary, L. Nickles, J. Smith

**Members absent:** L. Bloom, K. Elliott, J. Holt, J. Jacobs, D. McCord, J. Smith

**Others present:** C. Boan for Psychology, M. Williams for ELF, L. Richie for ORE L. Gaetano, K. Boulle, and R. Edwards from the Office for Internal Audit

M. Rompf

**Minutes**

Motion and second to approve the minutes of the June 15, 2007 meeting. Motion passed.

**Guest Speaker**

*Robert Edwards and Lisa Gaetano,* Office of Internal Audit:

"Input for Annual Risk Assessment"

Annually the Board of Governors requires the Office of Internal Audit to conduct a university-wide assessment of risks. This is the second year of this process. Today, the office of Internal Audit is conducting this assessment with the CEAP Leadership Council. Lisa defined a risk as anything that impedes the university from accomplishing its mission. The council was asked to identify risks in their unit and/or throughout the university. Karina Boulle from the office of internal audit created a list of risks based on the council’s discussion which the council ranked in order of impact and likelihood. Robert and Lisa provided updates to the council regarding concerns/risks noted which are currently being addressed. Robert told the council that some issues discussed can be dealt with directly; especially, facility management items. Other items can be combined with other comments that internal audit has heard system wide. Robert told the council that an audit schedule and update will be sent to the college. He also asked the college to address some of the items on the list created today which the college may have control over.

**Dean’s Report**

Michael reported the following:

- Merit Pay process has been implemented. Department heads are to place faculty members in categories per the guidelines provided. This department information is due to the Dean’s office on Wednesday, July 18th.
- A department head handbook has been developed based on a handbook provided to the Deans by the office of the Provost. The department head handbook will be issued prior to the department head luncheon/retreat. Bring questions and comments to the department head retreat on July 23rd.
- University and legal counsel are working on multi-year contracts for fixed term faculty. This procedure should be implemented during the fall semester. The multi-year processes will simply the paperwork for fixed term faculty.
• The Chancellor’s recent email update provides a good update regarding the status of the legislature’s budget. Please review.
• Leftover or residual college organization issues are being identified and addressed.
• Staffing plans – in the future it will be very important to provide CUPA data when asking for positions. Future allocations of faculty will be generated by student credit hours.
• Teacher Recruitment Plan – we have a great plan. Everyone will need to work with this. Alan Kines is using a more personalized approach to recruitment. The faculty role in recruiting students is crucial and will involve more personal contact. A systematic organized approach to retain students is paramount.
• Wendy Ford, the new Dean of Arts & Sciences, has agreed to be on the steering committee for SUTEP and the steering committee for the teacher recruitment planning committee. Her willingness to partner with CEAP is appreciated.

Discussion

Members

eCustoms & Export Control Representative for CEAP
Jacque Jacobs has volunteered for this committee. Her name will be submitted to the Graduate School as CEAP’s representative.

Identifying Courses on AA7s
An AA7 must include course prefix, section number and name of the course. Please err on being too specific.

Faculty computer refresh
Lee reviewed the computer refresh list with the council. Computers will be purchased once funding is identified.

TaskStream revisions update *
Dale reviewed a handout with the council which outlines the changes and streamlining of requirements for courses and TaskStream. The technology portfolio is still a requirement; however, through the Task Stream review process, the portfolio will now be more effectively and efficiently folded into programs. Jackie announced to the council that Teaching Fellow students will be participating with a help desk program to assist other students working with TaskStream.

TaskStream Department Assistance
Dale asked that departments identify a point of contact for TaskStream questions/issues. Names from each department are to be given to Lee by August 1st. A list of help providers will be developed. A discussion will be held at the next Leadership Council meeting as to how to implement this program. The department assistance person is in addition to the online help that TaskStream offers.

Faculty Scholarship Data for Accreditation Report *
Dale asked the council to review the document provided which is a spreadsheet list of faculty. Each department/unit needs to complete the scholarship information columns and return to Dale by August 10th. This spreadsheet will be used to provide scholarship information to the NCATE DPI accreditation visit. Departments are encouraged to gather this information directly from faculty AFEs.
**Killian Building Bulletin Board Assignment**  
*Dale*

Dale provided the council with a list of Killian bulletin boards. A column will be added to the list for responsible party. Amelia will send the list to Leadership Council and the council will identify any boards their unit currently maintains. By the next council meeting, an updated list will be developed.

**Recommendation on:**  
*Graduate courses for non-degree student*  
*Dept Heads/Janice*

Bob B. reported that the committee recommends that DPI guidelines are followed for the licensure only program and that it is defined that admittance to the licensure only program does not guarantee admittance to graduate school. Michael asked that department heads add this topic to the opening of school department meetings to facilitate discussion with faculty. Bob B. will send out the DPI guidelines to the council. This topic will be added to the task list.

**Internship/Student Teaching Resume**  
*Renee/Ken*

A resume template will be added to TaskStream which includes a link where students will post their resume and provide authorization for their resume to be viewed by potential employers. This will connect our students to JobCat. Michael thanked Renee and Ken for their work on this idea which will benefit our students. Michael also thanked the Teaching Fellows program for their willingness as good stewards of the university in helping fellow students with TaskStream.

**Model Clinical Evaluations**  
*Jackie*

Jackie distributed the new OPT brochures for their use. Jackie discussed with the council the low response rate to evaluations that she is receiving for clinicians. The council entered into a discussion of ideas as how to improve the completion of the evaluations and submitted.

**07-08 Committee Vacancies**  
*Mary*

Please review the 07-08 committee list which has been distributed to the council for department recommendations and submit to Mary. We would like to finalize committees by the beginning of the school year.

**Family Weekend**  
*Michael*

Per the email from Ronda Bryant, a faculty member to represent CEAP on the welcome reception and faculty panel must be selected. Mary will request more information about the panel discussion from Ronda and report. The council also discussed what a departmental/college reception would look like for CEAP. It was suggested that a college-wide reception/poster session on Saturday, October 6th be held from 10-noon, displaying the posters programs are creating for the NCATE/DPI visit. Michael requested this topic be added as a task list item; specifically, the council should discuss whether or not faculty should be required to attend the reception.

**Task List Status Report**

**ADD:**

- Recommendation for *Graduate courses for non-degree student*
- *Family Weekend - CEAP Reception*
- Group Advising/Beginning of School  
  *Dale*
Timing of the Due Dates of Annual Reports  Renee
Assessment and TaskStream re Technology Portfolio  Dale
Student Assessment Instruction  David M.
Tracking Department Research Interests  Lee
Common Assignments  Department Heads
Homeland Security Verifications  Michael
Award for Non-Alternative Completers  Jackie

Information - Please Review
Letter from Erskine Bowles  Michael
Year End Closing Email  Michael

Important Dates

July 19, 2007, 8:30 AM- 12:00, Ramsey
July 23, 2007, Noon - 3:00 PM, KL 218
August 8-14, 2007, 8:30- 4:00 PM
August 9, 2007, Noon - 3:00 PM, KL 218
August 13, 2007, 9 AM
August 15, 2007, 8:30 AM, FPAC
August 15, 2007, 11:30 AM, Grandroom
August 15, 2007, 1:00 PM, KL 218
August 15, 2007, 1:30 PM, KL 104
August 31, 2007, 7:30-3:00PM, KL 218

September 7, 2007, KL 104
September 14, 2007, KL 104
September 28, 2007, KL 104
October 19, 2007, KL 104
November 2-7, 2007, CEAP
Leadership Council Dates through 2007:
  July 13, 2007
  August 10, 2007
  August 24, 2007
  September 7, 2007
  September 28, 2007 (revised)
  October 5, 2007
  October 19, 2007
  November 2, 2007
  November 16, 2007
  December 7, 2007

The council meeting was adjourned at approximately 10:30 a.m.

Submitted by – Mary Rompf

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