The CEAP Leadership Council met on Friday, July 24, 2009 at 9:00 a.m. in Killian 218.


**Members absent:** J. Anderson-Ruff, E. Franklin, L. Nickles

**Others present:** M. Rompf

**Announcements:**

Perry thanked Ken and Kim for their service to the college and wished them well in their new careers. Ellen, Dale and Perry were welcomed to the council.

Perry thanked the council for their support and welcomed the new team. He remarked that what we do is all about our college, faculty, staff and students. He and the Leadership Council are advocates for the college.

Thank you to Lisa Bloom for her service to the council.

**Minutes**

Motion and second to approve the minutes of the June 12, 2009 meeting. Motion passed.

**Dean's Report**

- **09/10 Budget – 85% Rule**
  
  Units may move forward with budget spending keeping in mind spending may not exceed more than 85% of last year’s operating budget. Due to strong budget planning last year by WCU’s administration, it appears that WCU may have sufficient funding to cover a reversion, if needed, this fall. Additional budget information will be forthcoming.

- **Educational Outreach/DL**
  
  Deans have met and determined distance learning program work will be moved to the colleges. Paperwork for distance learning instruction is the first item moving to the college, along with funding for instruction. Additional processes and changes will be evaluated by a Distance Learning Task Force chaired by Perry.

- **Operations**
  
  Perry distributed and discussed a Leadership Team Philosophy he practices and set a similar expectation for the council. The focus of CEAP will be to acquire resources, conduct research and scholarship, and promote professional development and technology within the college. Perry invited comments/discussion from the council to which council members responded positively.
• **Program Review Status**
  Program review may be renamed “strategic positioning” and looks to become a twoyear process. This reduced pace allows CEAP an opportunity to provide a thoughtfulanalysis of the workings of the college.

• **Advising**
  CEAP will develop a process to evaluate advising effectiveness and consideropportunities to improve the current advising model of the college. An anticipatedoutcome of this process would be to address faculty advising load and to promotefaculty scholarship. Perry asked department heads to begin this conversation withfaculty.

• **Conversion Factor**
  APR 15 discusses that a conversion factor should be included in department headcontracts should a department head choose to return to faculty. Perry will evaluate thisretroactively with each department head.

• **Technology Initiative**
  There will be new/additional technology initiatives in the college where CEAPincorporates technology as a major component of CEAP’s curriculum. Perry challengedthecouncil to look across programs and assess incorporation of technology. Departmentheads are to have this conversation with faculty. The dean’s office will look to supportan effort to update equipment throughout the college.

**Discussion**

**Open House – Homecoming Weekend**
  Perry
  Since homecoming football game has been moved back to 4 pm on Saturday, Perryasked the council for input on hosting the CEAP open house for alums on Saturdayprior to the game. The council discussed past low attendance at this event and the needto improve promotion for the open house. Development ideas, including a targetedproject website, were discussed. Additional development initiatives will be discussed ata future leadership council meeting.

**Annual Assignment/Professional Development**
  Perry
  Perry distributed an annual assignment report form to council members for discussionon whether this or something else could be used as a tool to track measurable facultyoutcomes. The purpose of this tool or another mechanism would be to provide evidencein support of differentiated staffing and to set a measurable expectation for faculty. Thisform is simply a guide/template which could be used for recording of workloadassignments. The council discussed whether digital measures may also be a mechanismavailable to capture similar data. Council members are asked to begin this discussionwith faculty and to bring ideas to next leadership for further discussion.

**Faculty Teaching Courses for Other Colleges**
  Perry
  Faculty members should notify their department if they are teaching for another collegewithin the university. This information is needed to track faculty load per APR 12 andAPR19, summer session. Perry asked Dan to review summer teaching load report andreport back to the council at the next meeting.
**Staffing Plan**

Perry is re-evaluating the college staffing plan which has been submitted to the Provost Office. Departments may begin to write/review position descriptions; however, recruitment may not begin until the college receives an approved staffing plan from the Provost.

**University Committees for 2009-2010**

The council reviewed university committee vacancies. Departments are asked to supply nominations for vacancies assigned to their unit no later than August 25th. A list of assigned vacancies is on file in the dean’s office. A copy of the university committee list was sent to the council electronically with the meeting agenda.

**Things We Are Doing Without Receiving Credit**

Department heads are asked to provide a list of things being done by the college for which we do not receive credit; such as, seminar for zero credit. The list is due to Perry, copying Mary, by August 25th.

**Kappa Delta Pi**

A faculty counselor is needed for Kappa Delta Pi. This person oversees the initiation for the WCU Chapter members and officers. Lisa will contact Iris Rouleau, who is a member of Kappa Delta Pi, to see if she is willing to serve. Bob will contact a faculty member in his department should Iris not be able to serve as faculty counselor.

**Graduate Certificate Program**

A White Paper proposal for changing the classification of graduate-level teacher certification programs (otherwise known as “Track I”) to a Graduate Certificate in Teaching was approved for discussion by the graduate school and provost. The Graduate Certificate may be applied to the Master of Arts in Teaching if a student applies and is accepted to that degree program. The council supports the graduate certificate program with the following addition:

**To move to a MAT program, a student must**

1. Complete graduate certificate program with GPA of 3.5 (GRE not required)
2. Receive a recommendation by program coordinator (gateway consultation modeled on counseling program)
3. Submit a CEAP generated MAT form to the graduate school

The council was in agreement that instituting a graduate certificate program will benefit students. Departments are to discuss the program with faculty to gain their input. Janice will be the point person.

**Alternative Licensure Email Survey**

The council was provided recap data from a recent survey given to alternative licensure students. To date, there have been 36 respondents. Thirty four students expressed interest in continuing toward the M.A.T. This survey allowed CEAP to reconnect with alternative licensure program students and provide information to students about the M.A.T. at Western.
EDCI 231 and GPA * Renee/Ken Postponed to the next meeting.

TaskStream Results for Field Experiences for 2008-2009 Renee Postponed to the next meeting.

Jamaica Accreditation Update * Dan Dan reported the accreditation visit is complete. The institutional report is due in November. Overall, the accreditation visit was favorable.

Field Experiences Director Search Dan Dan is the search committee chair for this position. The Director of Field Experiences will be a fixed term position through June 30th. The committee hopes to complete its work before fall semester begins.

Internship Application Process Ken Supervision Using Wiki/Elluminate Ken/Dee CT Orientation/US Training Using Wiki Ken/ Lee/Dee The Office of Field Experiences has placed all of its forms online for students to access. Online training modules for supervisors and cooperating teachers have been developed for easy uses. Department contact information has been included. Ken will send an email update to the council regarding all of these initiatives and associate links. Currently, there are no additional licenses to Elluminate available.

Pay for Print The council noted color may be set up as the default option when printing. Additionally, the setting may default back to color after choosing black and white printing. Units should review printing practices so that documents, with one line of color text, are not being accidentally printed at the cost of twenty-five cents a page.

Adjunct Pay Because adjunct contract work dates extend beyond December 15th, adjunct faculty will receive their final paycheck in January. Department heads should inform adjunct faculty.

*Handouts-sent electronically

Task List Status Report
Faculty Load Re: Visiting Intern Is and IIs Department Heads No report. Perry will meet with department heads to discuss faculty load.

For Information - Please review these handouts.
Graduate Students Admitted/Offered Admission Fall 09 * Perry
• Please Review for Accuracy.
Percentage of SCH by Department and Class Level * Perry
• Please Review for Accuracy.
Email re: Recruitment and Hiring Decisions * Perry
07/01/09 Campus Update – Budget * Perry
Fall 2009 Course Eval Schedule * Perry
Important Dates

August 19, 2009, 8:30 a.m., FPAC Reception and General Faculty/Staff Meeting With Chancellor Bardo
August 19, 2009, 11:30 a.m., Grandroom Coulter Faculty Center Luncheon
August 19, 2009, 1:30 p.m., KL 104 CEAP Opening Fall Semester Meeting
September 9, 2009 Dept Recruitment Brochures for WCU on Tour to Dean’s Office by 4 pm

WCU on Tour anticipates 800 students across 5 cities in NC; please plan to provide 400 brochures. Elementary MG Ed. may need to provide 500 brochures.

September 14 – 18, 2009 WCU on Tour
October 6, 2009, 9:00 a.m., Ramsey Ctr. Teachers of Tomorrow Reaching to Teach Conference for H.S. and C.C. Students
October 14 and 15, 2009, 3:00 p.m. UC “Teaching Opportunities for Non-Teaching Majors” Information Sessions
October 30, 2009 Tenure/Promotion Files due to Dean
November 2, 2009 2nd Yr Reappointment Files due to Dean
November 23, 2009, 6:30 p.m., UC Grand 2nd Yr Reappointment Files due to Provost
November 24, 2009 Tenure/Promotion Files due to Provost
December 7, 2009 3-5 Yr Reappointment Files due to Dean
December 14, 2009 3-5 Yr Reappointment Files due to Provost
February 4, 2010 Tenure/Promotion Files due to Provost
February 9, 2010 Post Tenure Review Files due to Dean
February 9, 2010 1st Yr Reappointment Files due to Dean
February 23, 2010 1st Yr Reappointment Files due to Provost
February 24, 2010 Post Tenure Rev AA12 due to Provost
March 25, 2010, TBA Carolann Tomlinson Partnership Event
March 26, 2010, TBA Carolann Tomlinson Student Presentation

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

The council meeting was adjourned at approximately 12:15 p.m.

Submitted by – Mary Rompf

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