College of Education and Allied Professions Leadership Council

The CEAP Leadership Council met on Friday, August 8, 2008 at 8:30 a.m. in Killian 218.


Members absent:  L. Bloom, D. McCord

Others present:  L. Stanford, L. Unruh for PSY, M. Rompf

Announcements:  Jacque reported that the advertisement for the Dean position has been posted on the university website. She requested council members to nominate a student and a public school teacher to serve on the search committee for the new Dean.

Guest Speaker - Dr. Linda Stanford, Dean, College of Health and Human Sciences - "Planning for a New Building - Lessons Learned"

Dr. Linda Stanford, Dean – College of Health and Human Science, addressed the council on planning a new building. Dr. Stanford presented the following considerations:

- Get yourself in the best possible position up front to know needed resources.
- Do not think in terms of replacement space. Thinking differently changes everything.
- Create the objectives and a vision/theme for your building BEFORE you talk with an architect and reflect on the vision/theme during development.
- Think of the building as an incubator for new ideas and research; a portal for customized student learning experiences; and an opportunity to foster partnerships and support the community.
- All rooms should have teleconferencing opportunities, including a room designated as “master control center.” Be sure to vision with faculty on instructional media and how to apply this to their courses.
- A small television studio may provide many opportunities to create high quality video quickly.
- Build a collaborative learning environment. Incorporate flexible, collaborative areas in the building.
- Include a coffee shop/lunch stop in the building to encourage faculty and student engagement.
- Kitchens on each floor will provide a space for gathering of faculty and staff.
- Open collaborative spaces can also be used for large functions within the college.
- Identify faculty, staff and others to support the planning process. Identify a “lead” for the project from within the college.
- Consider “the details” – lighting, electrical ports, built-in faculty offices save furnishing costs, flooring, building/area temperature needs, costly change orders and capital equipment costs.
- As a group, visit other “new” education buildings, including those outside of North Carolina. Be cutting edge!
• Build in space for growth and swing space that can be allocated later- think 10 + years out.
• A new building is a great recruitment tool for both students and faculty.

Minutes
Motion and second to approve the minutes of the June 19, 2008 meeting. Motion passed.

Dean’s Report
Michael reported the following:

Recent Meeting with the Chancellor, Provost and All of the Deans
• Deans will meet with Chancellor and Provost on a monthly basis.
• The overall focus of the university is to significantly enhance academic quality. Each unit should be asking itself how it fits into this focus.
• We will become an engaged university that uses the stewards of place model. The major vehicles are the QEP and Boyer model. Directors should be experts on these models and then engage student and faculty in the mission of the centers.
• Faculty will want to develop a teacher – scholar model that links their teaching to scholarly activity.
• Department heads need to think through opportunities for engagement for students and faculty like a laboratory. Strategic plans should reflect this.

Provost Council
• UNC-Tomorrow Phase II – All programs, academic and otherwise, will be reviewed.
• Staffing plan results for 09-10 have not been announced. The earliest may be the middle of next week.
• Budgets must be reviewed by Chapel Hill. No final budget news until at least the middle of next week. We have been asked to look internally at budgets throughout the college to see what could be moved around. Expect more of this in the future. We will start out with the same budgets as last year. We anticipate a large infusion from sources external to the college into the Teaching Fellows budget.
• Salaries for faculty will be determined in the next couple of weeks.
• Summer school is being moved to the Provost’s office.
• University is looking to empower deans and as a result other administrators by aligning authority and responsibility.
• Bobby Justice met with the council of deans to discuss banner training needs as they relate to administration and finance. The deans requested training to get a report that lists all of the college funds and a report that shows monthly activity for each account.
• Following this meeting, Mary will send to a memo from Kyle Carter to the Faculty Senate concerning SAI (Student Assessment of Instruction) procedures. Please review.
• The Provost Office and the Deans will be looking at accreditation costs and determine who will pay for what. College costs may be reduced.
• Deans are working with Advancement to reinvent the relationship and to better work together.
• There will be $750 QEP faculty development grants available from the Provost Office.
• CEAP is sponsoring scholarship of application grants for tenure-track and tenured faculty. This will be announced at the opening semester meeting.
• External funding – an increase in external funding is an expectation for all units: departments and centers. Directors are to submit a grant proposal this year. The university tracks grant submissions/receipts very closely. Our goal is to increase CEAP grant funding.

Discussion

Badges for Student Teachers/Interns and Supervisors  Michael/Dee
Dee brought up the concept of badges for student teachers and supervisors with the council. After a discussion the council agreed that departments should proceed with department preferences concerning the immediate implementation for supervision and faculty who are in the public schools. The $15.00 setup fee will be paid for by the dean’s office. Departments are responsible for the $2.50 per badge charge from the CAT Card office. Because various school systems may have their own requirements for interns in the public schools, it was decided that a requirement for students may not be needed and could be evaluated in consult with the public school. Jacque and Dee will contact the CAT Card office to get the program rolling for supervision and faculty.

Search Committee Representative for  Michael
Director of Summer School - DUE to Beth 8/8
Summer school will be moving from Educational Office to the Office of the Provost. The council discussed Bob Houghton and Carole Oxendine as names to put forward as nominees from CEAP to serve on the search committee for the new Director of Summer School.

Wording for Faculty Ads *  Michael
All ads that go out for a faculty position must have boiler plate information referencing the QEP and Boyer model in the advertisement. Previous ads for failed searches must be updated to include this language. Following the meeting, Mary will send the wording electronically to the council.

Introductions at Opening Meeting  Michael
As a reminder, new faculty and staff will be introduced at the opening meeting. After Michael introduces Dee Nichols as the new department head, unit heads will provide introductions for anyone who has joined their unit. Please follow the order as appears on the opening school power point.

Flexible Scheduling Feedback  Michael
Michael asked the council for feedback on the flexible scheduling program that CEAP began in July. Flexible scheduling will continue this fall. Michael reminded the council that unit heads are responsible to ensure core service requirements are met. The program is not an entitlement and there may be times when it is not appropriate to permit flexible scheduling.

NC DPI Update *  Dale
Dale provided the council with an update on NC DPI. A packet of information was distributed which included detailed information on the New SBE/DPI organizational chart, Revisioning and School Executive Programs, and IHE Performance Report. The next NC DPI meeting will be held on October 3 or 13, possibly in Hickory. The new
2008-2009 NC Teacher Pay Scale was also distributed. The starting salary for teachers is over 30,000 for 10 months.

*Early Field Experience Proposal*  

Ken presented a proposal/update concerning early field experience requirements to the council. This proposal was developed through discussion with stakeholders and external scanning. Specifically, the proposal is designed to address concerns caused by the rising cost of gasoline. After a discussion, the council agreed that it was in the best interest of our students to pilot the alternative field experience options this fall as noted on the proposal. The council discussed other options to consider in the future such as: a portion of the requirement be completed “virtually”, using flip camcorders ($122) to film one hour of experience, and using KL 268 as a “lab”. Going forward, it was recommended to “consider competencies versus hour requirements” as teacher education programs are in the revision process. The council agreed that CEAP must think futuristically and expand the use of technology in programs.

*Field Experience Proposal for Summer 2009*  

Ken presented a proposal for an international opportunity for EDCI 231 this summer was presented to the council. This would be a “hybrid” section, offered during the summer, which would include online modules and a 7-10 visit to Japan as the field experience component. This trip could be paired with a foreign language program. The council agreed that this would be a wonderful opportunity for CEAP students. Student planning and passports are considerations. Ken will continue to pursue this opportunity.

*Incentives for Faculty to Recruit Teachers*  

Kim asked the council for ideas on “incentives for faculty to recruit students into teacher education.” Ideas – travel for faculty, course releases for faculty assigned to recruitment, grants with high schools, team teaching in high schools, study programs like “abbott”, curriculum materials, speakers bureaus using technology. Kim will send a follow up email to the council requesting additional feedback.

*Retaining Declared Program Majors*  

Kim asked the council for feedback on activities that could be done to retain students if funding is available. Jackie mentioned that transfer students have a tough time accessing what courses will come in and that AP credit is not being applied properly. This is a big deterrent to students. Michael asked Jackie to write a paragraph on each of these issues that cause students to leave and submit to him via email. Kim will follow up with the council via email on activities to retain program majors.

*Focused Fall Recruitment Plan*  

Kim presented a draft copy of the teacher candidate recruitment and retention plan was distributed. Faculty voice and input is needed. Kim will send an email to the council and ask feedback.

*TaskStream Spring 2008 Summary Teacher Candidate Performance Results*  

Renee

Postponed.

*School Services Report*  

Ruth

Postponed.

*Handouts*

**Task List Status Report**

TaskStream and QEP  
Lee

Satisfaction Survey of Current Students  
Renee

Satisfaction of Faculty/Staff Survey  
Renee
Information – Please review these important handouts.

- WCU Export Control Communication Plan 05-01-08
- Export Control PPT
  * Export control information sent to council via email on 7-17-08
- Budget Information
- Community Engagement at WCU: Carnegie Foundation
- UNC Tomorrow Phase I Response
- Western Carolina University Western Connections
- Preparation of EPA Legislative Salary Increases
- Effects of Teacher Preparation on Student Achievement
- University Award List

Important Dates

- August 11, 2008: Department Head Workshop
- August 13, 2008, 8:30 AM, FPAC: University Faculty/Staff Opening Fall Mtg
- August 13, 2008, 1:30 PM, KL 104: CEAP Opening Semester Meeting
- October 21, 2008, Ramsey Center: High School Teachers of Tomorrow
- February 10, 2009, Ramsey Center: Middle School Teachers of Tomorrow

Leadership Council Dates through December 2008:

- August 8, 2008: October 31, 2008
- August 22, 2008: November 7, 2008
- September 5, 2008: November 21, 2008
- September 26, 2008: December 5, 2008
- October 17, 2008

The council meeting was adjourned at approximately 10:45 a.m.

Submitted by – Mary Rompf

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