College of Education and Allied Professions Leadership Council

The CEAP Leadership Council met on Friday, September 8, 2006 at 8:30 a.m. in Killian 218.

**Members present:** L. Bloom, D. Carpenter, D. Claxton, R. Corbin, M. Dougherty, K. Elliott, J. Holt, B. Houghton, K. Hunt, J. Jacobs, D. McCord, R. McCreary, J. Smith

**Members absent:** E. Franklin

**Others present:** M. Rompf

**Announcements**

Michael asked the council for input on how the new semester is going. The council briefly discussed the following:

- Enrollment is up
- Banner shows seats as taken for those dropping courses
- Difficulty with registration
- Need to automate distance education add/drop and educate one-stop on how to assist distance ed students
- Health waiver issues

Ruth told the council that the search committee for the Assistant to the Dean for IT and Curriculum is meeting today and has 45 applicants.

Bob Houghton announced that Kathryn Kantz has accepted a position as assistant principal at Fairview Elementary. Dr. Lynn Dillard from Jackson County Schools will join BKEMGE. Congratulations to Jackie Smith in earning her doctorate.

**Minutes**

Motion and second to approve the minutes of the 08/25/06 meeting with the change of the due date for equipment check out forms due to the Dean’s office on Friday, September 29 instead of Saturday, the 30th. Motion passed.

**Dean’s Report**

Michael reported the following:

- We have made progress on addressing the HVAC issues in CEAP. Please thank faculty for their patience.
- Michael reminded the council of the importance of leadership as we continue to meet the challenges of a growing university. There is an awareness of a need for training.
- Michael thanked Dean Kehrberg for his support in working with mathematics and science faculty to encourage and develop strategies for teacher recruitment.
- Michael distributed an ad copy from the magazine “Our State” which recognized the teacher education program at Western and its achievement as the ATE award recipient in 05-06.
- At the last C.O.D. meeting it was reported that there will be $150,000 divided by the college deans for academic equipment.
- General Administration is focusing on graduation rates and retention rates. We should be looking at efficiency of course scheduling, faculty loads, ability to count our students and making our centers indispensable to our college.
• Carol Burton has done a stellar job on our SACS accreditation. Any outstanding issues will be addressed by April.
• We are targeting a July 1, 2007 date for implementation of college restructuring.
• To strengthen our academic programs, the university will focus on recruiting nationally known (star) faculty. Enrollment impacts additional hiring.
• Thank you to the council and faculty for the submissions for the Chancellor’s merit awards.

Discussion

**Appealing Admission to Teacher Education**  Lisa
Lisa reported that the department heads met and make the following recommendations:
- Student should have a 3.0 in the major to be eligible
- Student should write a letter explaining difficulty and remedial activity/participation
- A list of resources should be made available for students
- The form used should be altered to include check boxes for recommend or not recommend.

Dale said that these recommendations will be reviewed at the next UNC Teacher Ed meeting. He will update the council after that meeting.

**Scholarly Activity**  David M.
David proposed that this activity be conducted as a 1.5 hour lunch sponsored by the college which would include three 20 minutes presentations as follows:
- Library online research from your desktop
- Boyer framework for scholarship
- Shawn Acheson -Faculty Center, statistical support

David also proposed bringing back Dr. Lillian Range in the Spring if funding is available. Michael suggested applying for visiting scholar funding.

**Committees**  Dale
Dale has sent out a list of committees asking for suggestions for vacancies. Dale and Mary are working on this.

**Technology Portfolio Questions**  Dale
Questions from students related to when portfolios are due should be directed to the student’s university supervisor for internship or advisor. Student resources are on the web. We are currently working to gain access to update the website. Teacher Ed interviews have been extended to 20 minutes to allow for Task Stream entry.

**Flexibility to Choose Method of Course Delivery**  David C.
David C. asked the council for feedback on the question of faculty members choosing a method of course delivery. The council discussed that the following considerations: graduate vs. undergraduate courses, campus based majors, and best instructional opportunities for students.

**Review the Progress of the Diversity Committee**  Michael
The council discussed that the diversity council may have lost its steam. Michael asked that council members continue the discussion in their units and bring back suggestions to the council. The council discussed that there are many activities going on in the college that are being conducted by individual units that others may be unaware. For example, Dale noted that this semester EDCI
231 is piloting a diversity opportunity for one of its classes. By using an I-mac this class interacts with a teacher of diversity and her class located in Atlanta. It was decided that the council will set aside 30 minutes of discussion at a future meeting to explore what revitalizing the committee should entail. It was also suggested that the college create a dynamic space on its website to highlight our student participation in diversity. Dale also reviewed with the council the four initiatives that NCATE encourages and evaluates: opportunities of our students to receive instruction from diverse faculty, interaction with other diverse candidates on campus, curriculum which addresses diversity and field experience opportunities for students to teach diverse learners.

**Unit/Department Head Schedules**

Michael

Michael asked that council members inform the dean’s office when they will be out of the office for a half day or more. If you have a cell phone number, please let Mary know for emergency contact purposes.

**Revisions of AFE/TPR Documents Due to Dean Sept 15**

Michael

Two departments were not required to make edits. Departments needing to make changes should submit the TPR document with an attachment stating the changes.

**TPR Candidate List Due to Dean Sept 15**

Michael

Each department is to submit a list of faculty members who are going up for tenure, promotion or reappointment. It is important to mentor faculty on scholarly activity.

**Copier**

Michael

A copy of the 05-06 invoice for 05-06 was distributed to the council. There is an additional $1500+ in copy overages which we are investigating.

**Fixed Asset Inventory Check-outs Due to Dean Sept 30**

Michael

Fixed asset inventory forms for the 06-07 academic year (“permission to remove university assets from campus”) are to be completed by September 29th. A copy of each form is to be given to the Dean’s office. When reissuing permission for equipment to be off-site the equipment must be physically brought to campus. Copies of the fixed asset inventory list will be distributed at the next council meeting.

**Task List Status Report**

**Common Assignments**

Dale reported that we are making significant progress and will update the council at the next meeting.

**Chancellor Task Force on Teacher Ed Committee**

Michael

The Task Force will meet on October 13th. This event will be timely with the current level of attention that GA is giving to teacher retention.

**Increasing Number of Graduates Applying for Licensure**

Dale

Delete from Task List.

**Graduate School Assessment Plan**

Renee

Delete from Task List.

**Program Assessment**

Renee

Delete from Task List.

**Development Priorities**

Michael

Michael announced that CEAP just received $50,000 which will endow a $2500 scholarship each year.

**Information**

Christa McAuliffe

Michael
CEAP was not one of the two award recipients this year. We have been a finalist the last two years and will submit our program again next year. We are proud of faculty and their efforts.

05-06 School Services Report  
Ruth
The 05-06 report was distributed to council members. Ruth reminded council members that services can be reported any time throughout the year.

New Goals for NC State Board of Education  
Dale
An email was distributed with the new state goals. Dale asked that council members review the distribution list on this email and notify him of any faculty members associated with teacher ed that may have been missing.

Issues in Rural Ed Conference-Registration Forms  
Kim
Kim distributed flyers to the council for the issues in rural ed conference. Council members were asked to remind faculty members who go into the public schools to encourage school counselors to attend the Public School Counselor Day that is upcoming.

TaskStream Training for Faculty and Staff  
Renee
Training dates are included on the agenda for TaskStream. Training will include how faculty subscribes to TaskStream and how to evaluate student work.

Quality Enhancement Grants  
Michael
Please review the email from Scott Higgins for more information. Nominations are due to the by November 1.

Solving the Dropout Problem  
Michael
Article from the Asheville Times was distributed to council. This may be a good topic for doctoral students.

Will Universities Maintain Control of Teacher Ed  
Michael
Article by Arthur Levine was distributed to the council.

Standing Updates

Department Heads – Teacher Education Enrollment Growth Targets
Michael reminded the council of the importance of recruitment.

Important Dates

September 14, 2006, 1:00 PM.  
CEAP Forum - College Name (KL 104)
September 15, 2006  
Revisions of AFE/TPR Documents Due
September 15, 2006  
TPR Candidate List Due
September 18, 2006  
Dept Head Lunch & Planning Session
September 25, 2006  
Teaching Fellows Advisory Board Mtg
September 25, 2006  
AFE/TPR Revisions Due to Dean
September 27, 2006, 12:00-3:00 PM  
SUTEP Annual Meeting
September 29, 2006  
Director Lunch & Planning Session
October 10, 2006  
Break by the Lake, Lake Junaluska
October 12, 2006, 9:00 to 2:00 PM  
NC TEACH State Advisory Board Mtg
October 17, 2006  
Guidance Counselor’s Day for Student College Access
November 3-4, 2006  
Passages Retreat (High Hampton Inn)
November 14, 2006  
Issues in Rural Education Conference
Fall 2006  
Scholarly Activity Conference
**TaskStream Training for Faculty and Advisors:**

- September 11, 11:30 AM   Killian 218
- September 12, 3:30 PM   Killian 218
- September 26, 3:30 PM   Killian 218
- September 28, 12 Noon   Killian 218

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.