The CEAP Leadership Council met on Friday, August 21, 2009 at 9:00 a.m. in Killian 218.


Members absent: J. Smith, E. Sigler

Others present: M. Rompf

Announcements
Elaine will represent CEAP for WCU on Tour. Elaine would like departments/units to provide materials by the end of the month. A list of materials leftover from last year’s tour will be sent to the council.

Please let Dan know which courses that he should not override enrollment in banner by the end of the day. Dan has a list of classroom capacity limits.

Dee mentioned that one of the public school teachers, who had worked in the past as a model clinician at WCU, has offered to volunteer her services this semester. The dean’s office will check with HR about this.

Minutes
Motion and second to approve the minutes of the August 7, 2009 meeting. Motion passed.

Dean’s Report
- Themes – In future leadership meetings, the council will discuss one theme per meeting in order to fully evaluate a discussion item and perhaps come to consensus. Department heads are to maintain a list of faculty ideas/issues which the council may add to its future discussion list.
- Separate Meeting for Department Heads on Transfer of Distance Learning Responsibilities - The Provost, Dr. Stanford, Dr. Brown and Dr. Schoon met to discuss distance learning and the roll out of funding to colleges. Perry will hold a meeting to review distance learning costs with department heads on Wednesday, August 27th from 2-4 pm.
- Processes Standardization With-in Departments – Department heads should direct faculty to contact the department for support.
- Freshmen Convocation – If you are available, please come to Freshmen Convocation. This is a great experience and way to connect to our students.

Discussion
Council Members
Campaign Solicitor
Perry
Perry thanked Lee for volunteering to serve as the campaign solicitor for the college in the Killian building. Bill Papin will serve as the solicitor for the Reid building.
Web Review

Lee/Perry

Craig Fowler is the new CIO at Western. He has commented that the website is the “face” of the university. Across campus the web will be evaluated for efficiency and communication.

Graduate Certificate Update *

Janice

A change to the proposal has been made for dual enrollment because there is an issue handling this in banner. Perry encouraged department heads to review the proposal with faculty to gain their feedback and endorsement. The proposal has been discussed and is supported by the council of deans. A formal endorsement will come after further discussion. Graduate school is very interested in outcomes. The leadership council discussed faculty comments received to date, including a discussion about GPA and Praxis.

Jamaica Update *

Dan

Dan provided the council with an update on processes related to Jamaica. A document was distributed which provides an overview and responsibility list related to the hiring of Jamaican faculty. The process ensures paperwork is initiated and completed prior to travel. A Jamaican Advisory Council has been established which will review the Jamaican program, procedures and respond to the accreditation self-study.

Assessment Website

Renee

Renee showed the assessment website and its resources to the council. Information for NCATE Accreditation and other important links are on the website. Renee thanked Lee and Carla for their assistance in setting this up. Please send any suggestions and feedback about the website to Renee.

Revised Spending Guidelines *

Perry

Perry distributed the August 21st email from Chuck Wooten concerning spending guidelines. Travel related to classroom instruction will be submitted to the dean’s office as usual and will also require approval of the Provost Office. Travel for presentations and professional development require pre-approval from the College and Provost Office. Lee offered assistance in setting up teleconferences.

Update to CEAP Fixed Assets Policy *

Lee

Policies at the university level have changed regarding fixed assets. Lee has updated the CEAP policy to reflect these changes. The updated document, which incorporates the student equipment check-out policy, was reviewed by the council. Lee requested units report green tagged items directly to IT and purple tagged items directly to Administration and Finance. Equipment checkout forms will be maintained by the responsible unit and no longer need to be sent to others. Confirmation numbers for surplus items must be recorded in the unit records. Lee will be developing a guide/instruction book related to the fixed asset policy for distribution to the college. The council approved the updated policy.

EDCI 231 and GPA

Renee/Ellen

Discussion was tabled for the next meeting.
Annual Assignment Tracking Mechanism
Perry
Perry reminded units to hold this discussion with faculty and asked this be added as a discussion item for department meetings.
*Handouts-sent electronically

Task List Status Report

Faculty Load Re: Visiting Intern Is and IIs
Department Heads
No report.

Annual Assignment Tracking Mechanism
Council
No report.

For Information - Please review these handouts.
Email from Craig Fowler re: Paw Print *
Update on Travel and Hiring *
Staffing plans have not yet been approved.

Important Dates
August 21, 2009, 4:30 line-up, Ramsey Freshmen Convocation
September 9, 2009 Department Heads 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
October 6, 2009, 9:00 a.m., Ramsey Ctr.
“Teaching Opportunities for Non-Teaching Majors” Information Sessions

October 14 and 15, 2009, 3:00 p.m. UC

WCU on Tour Teachers of Tomorrow Reaching to Teach Conference for H.S. and C.C. Students
October 14, 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 Kappa Delta Pi Honor Society Induction
November 24, 2009 2nd Yr Reappointment Files due to Provost
December 7, 2009 Tenure/Promotion Files due to Provost
December 14, 2009 3-5 Yr Reappointment Files due to Dean
February 4, 2010 3-5 Yr Reappointment 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:
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 10:15 a.m.

Submitted by – Mary Rompf

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