College of Education and Allied Professions Leadership Council

The CEAP Leadership Council met on Friday, February 9, 2007 at 8:30 a.m. in Killian 218.

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

**Members absent:** K. Elliott

**Others present:** M. Rompf

**Minutes**
Motion and second to approve the minutes of the 1/19/2007 meeting. Motion passed.

**Dean’s Report**
Michael reported the following:
- Our meeting begins promptly at 8:30 a.m. Please be on time as there is a lot of important information to be covered.
- Thank you to David McCord. He has done a wonderful job on the degree audit process and the 2+2 program.
- Pending administrative approval, David Claxton will be serving as a development coordinator for the college beginning next fall. He will be working half-time recruiting funds for CEAP.

**Discussion**

*Program and Department Name Recommendations*

Michael asked each department for an update on their department recommendations. The departments stated the following:

- **Psychology** – no changes
- **ELF** – recommends CSP program stay in department for higher education needs. The department is considering two new names: Secondary Education, Leadership and Foundations or Secondary and Higher Education, Leadership, and Foundations. Jacque asked the council for input and the council agreed that Secondary and Higher Education, Leadership and Foundations is a more accurate description of the department.
- **HHP** – because of the movement of the Recreational Therapy and Sports Management programs to another college, the department would like to change its name back to Health, Physical Education, and Recreation.
- **HS** – Communication Science Disorders will be moving to another college; however, Human Services would like to retain its current name. The department will welcome the Birth to Kindergarten program should it be relocated from BKEMGE to their department.
- **BKEMGE** – the Birth to Kindergarten is discussing relocating to the Human Services department. Many seem interested in doing so. Should this occur the department will drop the BK component and become Elementary and Middle Grades Education.
Graduate Assistantship Allocations  
Michael  
The council discussed the allocation process and noted that this year programs were notified directly about allocations. This may have caused some confusion regarding the process. Michael asked Jacque to convene the Department Heads to review the college allocation, make any realignment recommendations and submit to Michael. He also requested the department heads submit recommendations on how the process may be improved for recruitment purposes.

Chancellor’s Distinguished Teacher Award  
Jacque  
Jacque reported that for the last two years a CEAP faculty member has not been a top five finalist for this prestigious award. CEAP has many deserving faculty members and the college should work to see that our folks are getting the recognition they deserve. Students and faculty members should be made aware of the opportunity to nominate their professors or colleagues. Jacque will look into this further and report back to the council.

AFE TPR Documents/Assessment Plans & Reports  
Michael  
This information was also reviewed at the department head meeting yesterday. As a reminder:
- Current TPR documents do not need changes for 07-08 unless department desires to do so
- Notify Beth if department wishes to make changes
- Assessment Plans do not have to be revised unless the department wishes to do so
- Assessment Reports still need to be done.

CIP Codes  *  
Michael  
- Summer project

Department lists were sent to department heads via email. CIP codes will have to be re-verified using the website noted above. The council will discuss this at a future meeting.

Summer Pay for Program Directors  *  
Michael  
Each department will review the summer pay document for accuracy and return the document to Mary by next Friday, February 16th.

Homeland Security Verification  
Michael  
A list was distributed to the council listing persons responsible to input data for new employees into the Homeland Security Verification Database. Council members are to review this list and provide Mary with corrections by next Friday. This list will be provided to Human Resources for training purposes.

Transfer GPAs  
Dale  
Currently, we require transfer students to establish a GPA (2.5 or 2.75 in some areas) at Western to be used for admission to teacher education. We are contemplating using the GPA they have established from the institution from which they are transferring. They would have to maintain the minimum for our program while in the program. The reason we are considering this change is to make the transfer from community colleges more seamless since several come to us with EDU 216 (which we accept), Praxis I, and our other requirements (i.e., interview, etc.). The council was asked to consider and discuss accepting transfer GPAs and the council unanimously supports this change. Students
would no longer be “stalled” for a semester to establishing a Western GPA and therefore could apply immediately for admittance to Teacher Ed.

**Task Stream Implementation for Graduate Students**

The proposed policy endorsed at an earlier Leadership Council meeting was taken to the Professional Education Council for review. At the Professional Education Council the policy was tabled for the time being and will be revisited at a future meeting. The leadership council revisited the proposed policy and decided to continue to endorse this implementation. Dale will take this discussion back to the Professional Education Council. Dale also reminded the council that there is a webpage that faculty can review and can direct students to which addresses why we are using TaskStream. The council noted that once a policy has been adopted, any classes requiring Task Stream can list “TaskStream Requirement” in the Banner registration system.

**Task List Status Report**

**Nominations of Faculty for Awards**

- Jacque

**Fixed Asset Inventory**

- Lee
  - The 10% inventory by all units is due on Feb. 15 to Lee.
  - The university is taking a systematic look at FAI issues – more to come.

**Tracking Department Research Interests**

- Lee
  - We are waiting to see what the new web system offers before selecting a different system. Lee will be trained on the web system “soon.”

**Common Assignments**

- Department Heads

**Increasing Number of Graduates Applying for Licensure**

- Dale

**Development Priorities**

- Michael

**Information**

- Michael
  - Post Tenure Review
  - Online Course Evaluations to be Piloted (5 departments)
  - Budgets Due to Provost – March 2nd
  - Provost Decisions on Budget Made by April 15

**Standing Updates**

- Department Heads – Teacher Education Enrollment Growth Targets
  - Dr. Bob Houghton - Birth Kindergarten Elementary Middle Grades Education
  - Dr. Jacque Jacobs – Educational Leadership and Foundations
  - Dr. David Claxton - Health and Human Performance
  - Dr. Lisa Bloom - Human Services
  - Dr. David McCord – Psychology
  - Dr. Dale Carpenter - NCATE/DPI
  - Ms. Renee Corbin – Assessment
  - Mr. Ken Hunt - Field Experiences
  - Dr. Lee Nickles – Instructional Technology, Inventory, Curriculum
  - Dr. Elaine Franklin – Center for Math and Science
  - Ms. Kim Elliott – Rural Education
  - Ms. Ruth McCreary – SUTEP – School Services Report
  - Dr. Jacqueline Smith – Teaching Fellows, Model Clinical, Scholarships
  - Ms. Janice Holt – Center for the Support of Beginning Teachers
Important Dates

February 15, 2007    Botner Nominee Files Due to Dean
February 15, 2007    Scholarship Award Letters Ready
February 16, 2007    Leadership Council Meeting
February 28, 2007    Scholarship Autobiographical Forms
                      Returned to Office of Special Programs

March 2, 2007        07-08 Budget Due to Provost
March 9, 2007        Christa McAuliffe Proposal Due
March 13, 2007, KL 218, 3-4 pm  Leadership Council Mtg w/ Chancellor
March 13, 2007, KL 104, 4-5 pm  CEAP Meeting w/ Chancellor
March 16, 2007        Leadership Council Meeting
March 25, 2007        Scholarship Acceptance and Thank You Letters Due to OSP
                      Leadership Council Meeting
March 30, 2007        Budget Decisions Due from Provost
April 15, 2007        Leadership Council Meeting
April 20, 2007        Teacher Appreciation Celebration
April 23, 2007, 5:00-6:00p.m., Grandroom  CEAP Honors and Awards Ceremony
April 24, 2007, 4:00-6:00p.m., KL 104  Leadership Council Meeting
May 4, 2007           Leadership Council Meeting
May 18, 2007          Leadership Council Meeting
June 1, 2007          Graduate Assistantship AA15s, Job Description & Cert. Statement Due
June 1, 2007          Tuition Waiver Request Forms Due to Graduate School for Students on Tuition Waivers
June 1, 2007          Graduate School Reports Unfilled Assistantships & Waivers to College Deans for Redistribution
June 8, 2007          Unfilled Graduate Assistantships Revert to Graduate School for Reallocation
June 15, 2007         Leadership Council Meeting
June 25 – July 25, 2007 NC Teach Institute

The council meeting was adjourned at approximately 9:30 a.m.

Submitted by – Mary Rompf

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