College of Education and Allied Professions Leadership Council

The CEAP Leadership Council met on Friday, September 7, 2007 at 8:30 a.m. in Killian 218.


**Members absent:** K. Hunt

**Others present:** M. Rompf

**Announcements**

Jacque told the council that there is a good applicant pool for the EMGE department head position. The committee hopes to bring candidates to campus in the near future.

**Guest Speakers**

Kirsten Huscusson, "CAT Eval - Online Course Evaluation"

Using the SMART board, Kirsten provided an overview to the council on the course evaluation initiative. Beginning this semester, students will receive an email asking them to complete a course evaluation for each of their courses. Instructors will receive reports of the evaluations. This will remove administration of evaluations from departments. Additionally, department heads will have the ability to view reporting across programs. Psychology piloted this program last spring. Kirsten will provide a more in-depth instruction with individual departments by request. She may be reached at 3042.

**Action Item:** Sample surveys will be sent to the department head along with an excel spreadsheet of all courses offered that semester. Department heads will then consult with faculty and select the type of survey to be used for each course

Raymond Barclay, Director of Institutional Research and Effectiveness

"Reports IR Can Generate For Department Heads"

Ray distributed information to the council which included a list of services available from the office of institutional research. Ray reviewed with the council how data is chosen for reporting purposes. In Banner, IR has a report portal that uses production data. Several reports are already available for use. If there is a specific report needed, IR will assist with building reports. Based on funding, IR is moving towards providing business data reporting. Ray asked the council to contact him to set up time to review the reports that are already in existence and to discuss additional reporting needs.

**Minutes**

Motion and second to approve the minutes of the August 24, 2007 meeting. Motion passed.

**Dean’s Report**

Michael reported the following:

- Fixed Term Contracts- Several faculty members in the college are on an annual contract even though the appearance is that the faculty members are permanent.
The deans are very involved in developing a process which would allow for contracts (up to four years) to be issued. This would assist in streamlining administrative processes once this project is completed and approved.

- Salaries - Thanks for Fine Collaborative Effort!
- AFE/TPR Template Being Worked on by Deans. The template should be available by the next department heads workshop. The AFE/TPR documents that will be revised this year for 08-09 will use this template. Department heads should begin this process early and assist the department committee in the development of a timeline to complete this work. The template being developed will allow autonomy at the department level.
- Dean and Department Head Evaluations- There is a university-wide initiative to develop a dean and department head evaluation. CEAP already conducts these evaluations on an annual basis. The process may look a little different as we move to a university-wide system.
- Memorandum 338: For tenure-track faculty, during the first semester department heads should provide to the new faculty member a copy of the AFE/TPR department document. The faculty member and department head must sign off for receiving this information.
- Any requests for NCATE data for the IR report is due by the end of business today, September 7, 2007. Specialty area reports need to be submitted. Please use your leadership skills to make this a priority.
- Faculty appointments and compensation: Deans are working on defining and developing criteria for faculty titles. Compensation for part time faculty is also being evaluated.
- Course scheduling. As a reminder, please be sure to use the established guidelines for developing course schedules for the spring semester.
- Budgets – we expect a 10% hold back of funds to the college. Units should begin looking at last year’s budget and analyze spending. The Deans are expected to reallocate funds to meet the needs of the college.
- The university had a 66% retention rate for 60-07.
- Classrooms in Killian and Reid need to have a message on the door stating “If locked, contact…” Eventually, a swipe card system may be initiated. Space will be controlled centrally at some point in the future.
- Gibbs Knotts will step down as Associate Dean of the Graduate School at the end of the semester.
- 80% faculty will now be referred to as lecturers.
- Courses in Jamaica are in addition to faculty load. Excessive overloads may have to be approved by the Dean and Provost in the future. Henceforth, before a faculty member goes to Jamaica, a form stating how the faculty member will cover current Western courses will need to be completed. Please communicate this to know faculty members.

Add to task list: Accounting for Faculty Going to Jamaica

Discussion

Graduate Level Task Stream Requirement *

Dale

Dale developed a draft proposal for the council’s review. All students in professional education graduate programs will be required to maintain a Task Stream while they are enrolled. The council discussed the proposal. A motion and second to approve the draft
requirement as a policy was made. The motion passed unanimously. Dale will report this action to the Professional Education Council which acts as an advisory council to the Dean.

_WCU on Tour_  
Kim
Kim requested brochures from the council to take on the WCU on Tour. She will take both undergraduate and graduate brochures. On tour, there is an expectation of 400-800 possible recruits.

**Add to Task List: Brochure needs**

_Conceptual Framework/TPR_  
Lisa
In our AFE/TPR document do we support the conceptual framework with faculty? A recommendation was made that a sentence be developed which states the expectations of faculty.

**Add this topic as a discussion item to next meeting.**

_Atendance at Commencement Ceremony_*  
Michael
➢ Please send department list for commencement attendance to Dina Towey, copying Mary, by the **due date of October 12th.**
➢ Attendance at Freshman Convocation does not count.
➢ Commencement dates are Sat., 12/15/2007; Sat., 5/10/2008; Fri, 8/1/2008.

**Add this to the calendar as a due date and to the task list.**

_Social Security Numbers_  
Michael
Michael led a discussion with the council on the collection of social security information. Michael advised units to stop this practice and delete this information or submit a written request to him stating why this data collection is necessary. This request should also respond to the directives outlined in the Chancellors memo which was distributed to the council.

_Directors Updates_
Michael asked the directors to briefly mentioned what is coming up in their programs.

ORE is preparing for Teacher or Tomorrow which is scheduled for October 16. Kim will be on tour with WCU September 23-27.

Jamel will be attending training at DPI.

Lee reported that the faculty is happy with new “one touch” controls in the classroom. Computer lab is now open and staffed in the afternoon/evening with work study students.

Jackie distributed a scholarship list of the 06-07 scholarships. Mr. James Bell, NC Teacher of the Year, will come to Western on September 20th to address students.

Ruth announced that information will be sent out soon about support grants for public schools. She asked the council to encourage faculty to participate in this program.
Elaine announced that there are 50 teachers enrolled in the 3-5 and 6-8 grade science program. CMSE will be coordinating a meeting with the Math dept. The Pre-college will be holding a Saturday Academy on September 22\textsuperscript{nd}.

Janice reported that additional school systems have been added to the online beginning teacher support program.

Renee reported that TEAMS (Teacher Education Assessment Management System) data base has been updated with fall student information. There are 280 students enrolled in EDCI 231 and BK250.

### Task List Status Report

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<thead>
<tr>
<th>Task</th>
<th>Responsible Party</th>
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<tbody>
<tr>
<td>Model Clinical Evaluation Process</td>
<td>Jackie/Jacque/Renee</td>
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<tr>
<td>Using Data to Monitor Student Progress</td>
<td>Renee</td>
</tr>
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<td>Department Head Document: Implementation of</td>
<td>Bob B./Dept Heads</td>
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<td>Teacher Recruitment Plan</td>
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<td>Post Tenure Review due Fall 2007</td>
<td>Dept Heads</td>
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<td>Scott Minor, Hal Herzog, Jane Perlmutter</td>
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<td>Recommendation DUE to Dean October 1st</td>
<td>Dept Heads/Janice</td>
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<tr>
<td>Recommendation for Graduate Courses for</td>
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<td>Non-degree Students</td>
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<td>Family Weekend - CEAP Reception *</td>
<td>Michael/Dale</td>
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<td>Dale will represent CEAP on faculty panel.</td>
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<tr>
<td>Timing of the Due Dates of Annual Reports</td>
<td>Renee</td>
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<tr>
<td>Assessment and TaskStream re: Technology Portfolio</td>
<td>Dale</td>
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<tr>
<td>Student Assessment Instruction</td>
<td>David M.</td>
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<tr>
<td>Tracking Department Research Interests</td>
<td>Lee</td>
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<tr>
<td>Common Assignments</td>
<td>Department Heads</td>
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### Information

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<tr>
<td>Collection of Social Security Numbers *</td>
<td>Michael</td>
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<tr>
<td>Teacher Preparation Continuum *</td>
<td>Michael</td>
</tr>
<tr>
<td>New Teacher Support - UNC Overview *</td>
<td>Michael</td>
</tr>
<tr>
<td>Updated Scholarship Recipient List *</td>
<td>Jackie</td>
</tr>
</tbody>
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### Important Dates

**August 31, 2007**
- Department TPR list due to Dean

**September 7, 2007, KL 104**
- NCATE/NCDPI Accreditation College
- Mtg of Conceptual Framework

**September 14, 2007, KL 104**
- NCATE/NCDPI Accreditation College
- Mtg on the Assessment System

**September 15, 2007**
- Dean Submit CEAP TPR List to AVC
- Teacher of the Year, Mr. James Bell
- "Break by the Lake" Conference - School Support Personnel

**September 20, 2007, 3:45 PM, UC Theatre**

**September 21, 2007**
- WCU On Tour - Recruitment Initiative

**September 22, 2007**
- AVC Notifies DH/Dean of TPR List Corrections

**September 23-27, 2007**
- NCATE/NCDPI Accreditation College
October 1, 2007

October 6, 2007, KL 104

October 12, 2007-Due to Provost

October 16, 2007, 8:30 AM, UC

October 19, 2007, KL 104

October 25, 2007

October 25-26, 2007, WRESA

October 31 - November 3, 2007

November 1, 2007

November 2-7, 2007, CEAP

November 27, 2007

December 4, 2007

December 12, 2007

February 8, 2007

February 8, 2007

February 9, 2008, 10:30-4:30

February 11, 2007

February 22, 2007

February 22, 2007

Leadership Council Dates through 2007:

September 28, 2007 (revised)   November 2, 2007
October 5, 2007                November 16, 2007
October 19, 2007              December 7, 2007

The council meeting was adjourned at approximately 11:15 a.m.

Submitted by – Mary Rompf

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