

# College of Education and Allied Professions Leadership Council

Date and Time: September 9, 2005 8:30

Location: Killian 218

Present: Dougherty, Carpenter, Coulter, Claxton, McCord, Freeman, Smith, Perlmutter, Elliott, Bloom, Corbin, McCreary, LeBaron for McFadden

**I. Announcements** Council Members

**II. Minutes** The minutes were approved as submitted.

**III. Guests** Dr. Pat Brown, Dean of Distance and Continuing Education  
Ms. Bronwen Sheffield, Director of Off Campus Services

**IV. Dean's Report**

*Nothing on salaries yet, we have received our academic budget allocations and the department heads will meet with Dr. Dougherty this morning to determine departmental allocations. Dr. Dougherty related that he anticipated having more on the budget next week. Dr. Dougherty encouraged the members to attend the meeting on college reorganization.*

**V. Standing Updates**

Department Heads – Teacher Education Enrollment Growth Targets

Dr. Perlmutter Birth Kindergarten Elementary Middle Grades Education – *looking to have teaching assistants come in to our program, but experiencing big competition from Mars Hill – there are our problematic logistical issues regarding access to our courses.*

Dr. LeBaron – Educational Leadership and Foundations - *MSA online program, we have had 50 inquiries and 25 new students enrolled.*

Dr. Bloom Human Services – *MAT on line offered 2 classes and they are full, only 12 are MAT, AIG licensure is also new, lots of interest. Charlotte has grant and they are paying a tuition so we lost some students for that reason, however the grant will be ending this year. The department is currently seeking to find resources to create a virtual Killian building website, Dr Bloom and Dr. Perlmutter are seeking a 2<sup>nd</sup> teacher ed cohort for Blue Ridge – Mary Ford has become new faculty as of last January. Dr. Dougherty reminded the members that we are all in this together, supply and demand is our focus and we need to do all we can. Additionally North Carolina schools are facing a critical principal shortage. Dr. Bloom is currently working on personnel preparation grants for her areas. Dr. Bloom is also interested in recruiting from within via a freshman seminar course.*

Dr. Claxton Health and Human Performance – *Dr. Grube put together strategies for PE – we are expecting growth with the state passing Healthy Active children policy requiring 150 minutes per week of PE activity in grades K-8 – schools would want someone who is trained to supervise.*

Dr. Carpenter - NCATE/DPI - *Dr. Carpenter expressed the intent to create a continuing accreditation visit steering committee. A meeting has been set for September 22 at 9:00am if you are interested.*

Ms. Ruth McCreary – SUTEP *Next meeting will Ms. McCreary will update the members on the school services report. The directors are busy working on the Chancellor's meeting on Teacher Supply and Demand - she reminded the members to send their enrollment growth plan strategies Dr. Coulter today – a limit of 4 slides per program., The partnership schools count is now up to 80 schools, all Yancey county schools have joined.*

Dr. Freeman- Field Experiences “Early Field Experiences” *The student evaluation form has been changed to ensure that teachers are aware that students will have access to the evaluation. Ms. Freeman distributed the form and requested any changes be communicated by next Friday*

Jacqueline Smith – Teaching Fellows, Model Clinical, and Scholarships- *Ms. Smith provided copies of the departmental handouts she provides to students to complete; a deadline date for submission is needed for each form. Ms. Smith informed the members that department heads could expect packets of qualified applicants by December 1.*

Kim Elliott – Rural Education - *Currently working with Teacher Cadet partnership schools, we are up to 8 now, she has have visited 12 out of 49 school systems, many want to add teacher cadet programs – working in partnership with SUTEP and Beginning Teacher Support, also working on Break by the Lake, Chancellor's Council for Teacher Supply and Demand and Teachers of Tomorrow. Burke County wants to meet with the Dean and Ms. Elliott soon and become a TPI partner. Ms Elliott has been asked to serve on teacher of the year program and is currently working on website design for Rural Education.*

Renee Corbin – Assessment *the final discussion for the two electronic portfolios will take place on Tuesday, September 12 in Killian 104. final; if you have faculty who are interested but cannot attend, have them email Ms. Corbin their feedback. A decision should be reached by October 1. Dr. Jacque Jacobs has volunteered to be a part of the pilot for next spring. The first meeting of the focus interater reliability on teacher work samples will be held on September 14. Also working on a survey for undergraduate and graduate alumni of all majors in Teacher Education. SACS committee – completed 1<sup>st</sup> phase of draft on core standards, will be looking at some policies – will keep us informed – lots of discussion on faculty credentialing. Improvements in the Licensure office – Ms. Schade no longer manually pulls the information for Professional Education Council. Banner –Larry Hammer acting Registrar beginning 2005-2006*

Ben Coulter – Instructional Technology, Inventory *Inventory we are coming to closure on that, Dr. Coulter commended the department heads on their cooperation –items are turning every day, we will still have items out, and those items may show up when we begin the 10% inventory. Dr. Dougherty thanked Dr. Coulter and expressed his appreciation for his leadership in this important effort.*

Guests Dr. Dougherty introduced Dr. Pat Brown and Ms. Bronwen Sheffield of Continuing and Distance Education. *Dr. Dougherty stated that “when you move programs off campus there are multiple issues” and he expressed his appreciation to Dr. Brown and Ms. Sheffield, for their willingness to address those issues.*

*Dr. Brown related to the members that she has had several inquiries about SREB - Southern Region Educational Board, a multi state regional collaborative which has established the academic common market, We have been part of the Electronic Campus – where we post courses and programs, and we will be very aggressive in listing all our programs and courses, nursing component, as she receive more information, Dr. Brown will provide that information to the members. Dr. Brown spoke with the members regarding the development of distance learning courses, DCDE will fund \$1000.00 per credit hour for developing these courses; the proposal form will be placed in the public folders, the sequence must be followed and all pieces in place for SACS compliance.*

*Dean Dougherty invited the members to share their concerns, questions and ideas with Dr. Brown and Ms. Sheffield. Dr. McCord related that Dr. Ashley Owens who teaches 3 sections of PSY 321, Dr. Owens enjoys the web format, would she be able to teach a web format without that becoming a distance learning, the concern is that this affects the students in that they must pay for the course and their textbook separately from their tuition. Dr. Brown suggested that you can create sections within sections – have a resident course, create a section for distance learning - can do a web platform of any course – would be 51 section. The members asked if this was documented anywhere for them to reference. Dr. John LeBaron asked “where do the students get their information, we need to communicate these steps to everyone, and finding the online book store needs to be transparent; and with respect to the Jamaican situation, students are signing up for a 50 section course and they are being rolled over in section 51.” Dr Freeman suggested that it would be helpful to everyone if there were a blanket guide sheet, it would especially assist her in placing field experience students to know when a field experience is needed for a course. Dr. Brown related that this is a work in progress, that Suite 25 will be piloted next summer for Distance learning, and we will be using technology to define what is being delivered we will be complete a student handbook and a guide for those teaching offsite but at this time that it would be unlikely that we will have a guide for faculty. Ms. Sheffield ask for a contact list of those persons who could provide assistance with the FAQ on the web page. Dr. Bloom asked if it were okay for students taking an online graduate course to purchase their textbook from Amazon.com. Dr. Brown responded that business affairs strongly discouraged this practice. Another issue is that when students need to know the begin date for online courses, this needs to be automated so that everyone receives the same information.*

*Dr. Bloom inquired about resources for building departmental web pages, ideally she would like to create a more student friendly virtual environment.*

**VI. Task List Status Report**

Graduate School Assessment Plan	Corbin
Development Priorities	Dougherty
Scholarship forms modified	ELF PSY HS 2 wks from today

**VII. Discussion**

	Council Members
Distance Education Policy Statement	Dougherty
SACS Faculty Degree Information	Dougherty
Blue Ridge, Isothermal and Tri County	

Clarification of on site Coordinator  
Responsibilities Bloom/Perlmutter  
Scholarships – Departmental Tasks Smith

MAT Degree and Internships - *Dr. Carpenter asked the members if we want to give an MAT to students who we would not give a license – the response from the members was no.*

Dr. Smith shared with the members the Advisory Council for Model Clinical will be meeting at 2:00 in McKee G22.

*SACS degree credentialing – deadline is September 23.*

*Dr. Carpenter asked if the autobiography of the students who are involved in the Teacher Education interviews should be provided to the interviewers prior to the meeting. The response was no due to privacy issue concerns.  
E classroom requests are to be turned in*

## **VIII. Information**

Council Members

## **IX. Important Dates**

September 9, 2005  
September 9, 2005  
September 13, 2005

September 15, 2005  
September 15, 2005  
September 21, 2005  
September 23, 2005  
September 26, 2005  
October 3-7, 2005  
October 19, 2005  
November 1, 2005  
November 3, 2005  
February 15, 2006

Barbara Chapman  
Leadership Council  
Faculty Degree and Institution Spreadsheets Due  
Final College Wide Discussion – Electronic Portfolio  
Department Head Workshops  
Department Profiles Due  
Graduate and Professional Schools Fair  
Break by the Lake - Junaluska  
Graduation Applications Due to Licensure  
Teacher Ed Interviews  
Teachers of Tomorrow Day – UC  
Department Head/Director Job Targets Due  
Department Head Workshops  
Department Head Workshops