The CEAP Leadership Council met on Friday, September 28, 2007 at 8:30 a.m. in Killian 218.

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

**Members absent:** J. Jacobs, J. Anderson-Ruff, K. Elliott

**Others present:** A. Alexander for ELF, M. Rompf

**Announcements**

Lisa Bloom announced that the counseling accreditation review was a success. The program met ALL standards and received glowing comments.

Bob H. announced the WNC EdNet conference will be held at the Ramsey Center on October 12. Two national speakers will be in attendance. Please pass the word on to faculty.

Renee has been working at the university level to clean up and ensure the accuracy of teacher education data. Renee’s data and that of IR match with the exception of traditional teacher education graduate data which Renee continues to work on with Institutional Research.

Ken reported that there are 501 early field placements this semester. 170 Intern I and II are currently placed. Next semester there will be 219 Intern I and II students.

Lee created a tool for distance students to use to assist with online registration. To view this demonstration, go to: [http://www.ceap.wcu.edu/distanceedvideos/adddropclasses.wmv](http://www.ceap.wcu.edu/distanceedvideos/adddropclasses.wmv)

Larry Hammer has requested this informative tool for university usage.

**Minutes**

Motion and second to approve the minutes of the September 7, 2007 meeting. Motion passed.

**Dean’s Report**

Michael reported the following:

*Update on Teacher Recruitment Plan* – the plan is going to be revised to include a more coherent budget based on CEAP conversations with General Administration. Bob B. is charged with inviting Kim to a department head meeting to review the plan and its modification. Based on that meeting, department heads are to develop a 3-4 page white paper describing how departments can implement the plan. The white paper is due to Michael by November 1.

*Meeting with Representative Ray Rapp: How Legislative Budgeting Works*
Superintendents Meetings - Wonderful Validation of our College! During Michael's visits to WNC superintendents, CEAP has received many positive comments. Superintendent Wilcox thanked Western for the online MSA program. At the last Madison County school board meeting the MSA program was discussed as a way to grow your own principals. This is another example of how pleased public schools are with the work of our faculty and the college.

NC Quest Grant - Asheville City and Cherokee County Schools
David Strahan met with Asheville City schools. Michael and Dave will meet with Jeannette Hedrick, Cherokee County schools, next week to discuss collaborative opportunities for this year's NC Quest Grant RFP.

Jackson County School Involvement is Significant – Michael thanked the council for providing timely information about how Jackson county is very involved with Western.

Fundraising – David Claxton is being creative with fund raising efforts. He will soon be contacting our Peak Performers for inclusion in this campaign effort.

Discussion

IHE Report
Renee provided the council with an update of the 05-06 IHE report and discussed trends and comparative data to the 04-05 report. The report has very encouraging data for the college including that enrollment growth has increased from 364-455. The conversion to Banner has helped us to more accurate report data. SAT scores mean for Western is 1197, the state average is 1202. Western has increased its licensure rate to 94 % which is a marked improvement. Michael asked department heads to take this data back to programs to analyze and ask questions for continuous improvement within programs. At the professional education council a suggestion was made for programs to get together and look at the coordination of overlaps and gaps amongst programs. Renee is working on the compilation of NSSE additional data which can be broken out by program. The council members were also given TaskStream reports for review.

Action Item: Michael requested the Assessment Committee to tackle the question: “what kinds of data should be provided to the faculty and at what time?”

Management of Personnel Files
Ann distributed a handout to guide the council on the maintenance of personnel files. Specific questions may be addressed with Alicia Estes in Human Resources.

Fall 2007 Calendar *
Dale reviewed calendar dates and provided a reminder to the council that some changes were made to this year’s academic calendar. For example, fall break runs Thursday to Monday, October 11-15th.

Conceptual Framework/TPR Statement
Lisa and Jacque drafted a statement for the council’s consideration for inclusion in the departments' TPR document. After a discussion, the following statement was adapted:
"The expectations for teaching, scholarship, and service of faculty in professional
education programs (list those in the department) reflect the conceptual framework of
the College of Education and Allied Professions." The council agreed that this
statement should be incorporated by all departments having professional education
programs.

*Template for AFE/TPR Document

Each department has a document that describes criteria for tenure, promotion and
reappointment. This year, in order to standardize the AFE/TPR process university-
wide, a template is being devised for departments to use when submitting the 08-09
TPR department document. The template reviewed at today's meeting is close to
completion. David advises department heads to review the template closely. The
template addresses formatting and has redefined requirements. Department heads
should review the guidelines for preparing dossiers. Michael reviewed the following:
1) elections for department AFE/TPR committees should be completed immediately so
that there will be ample time for committees to develop the department AFE/TPR
document, 2) department heads should monitor the progress of department committees
and 3) department TPR committees should conduct open sessions with faculty to
provide faculty with a voice in the document. The end result should be an AFE/TPR
document where expectations are more explicit.

*Form 400 Replaces 338

Executive memorandum 400 replaces memorandum 338. Roman numeral II is not
applicable. Department heads must review and ensure compliance.

Budget – 5% is being withheld by academic affairs for the reorganization. The college
is allowed to apply for the dollars withheld. Michael indicated that two important needs
are the teaching fellows budget, teacher recruitment and model clinical. The council
then entered a discussion on:
What strategic initiatives do you have to request the 5% back?

- Field and clinical program is growing. Increased associated costs include travel,
  personnel, and technology support. (Dale)
- Practicum growth. (Lisa)
- With an increase in pay, could model clinical personnel be utilized for
  recruitment? (Bob H.)
- Distance education put a drain on model clinical funding. It can cost up to $4500
to support one course when offered at 3 cohorts. Additional funding needed for
distance education. (Jackie)
- The diversity committee has discussed initiatives; i.e., hosting a speaker series.
  This is important for student engagement and a quality education. (Lisa)
- Department travel support which is already small would take a hit with a 95%
budget. (Michael)
- QEP (Michael)
- Resources for WNC EdNet - software license initiatives; travel for reading
center program initiative development (Bob)
- Equipment need for Reid when the new building opens (Bob B.) (Add to next
  L.C. meeting as a discussion item.)
• The SUTEP has grown to 98 schools. This year to encourage faculty participation with school grants, a $250 travel stipend will be offered to faculty participating with school grants. (Ruth)
• Laptops purchased for distance learning cohorts are aging rapidly. Funding is needed to maintain these. Original funding to purchase is currently being allocated to support salaries of distance education advisors hired by CEAP. (Lee/Michael)
• Recruitment costs for candidates. (Dale)
• Michael and Kim will develop a proposal regarding funding for the teacher recruitment plan initiative.
• Jackie will submit data to Michael for Teaching Fellows and Model Clinical programs.
• Ken will submit data regarding increase in field experience and clinical program.
• Overarching frame of requests should relate to QEP and strategic initiatives.

Task List Status Report

Attendance at Commencement Ceremonies Department Heads
• Due to Dina Towey, Copying Mary, 10/12/2007

Accounting for Faculty Going to Jamaica Department Heads
• Add to a future meeting this discussion item:
  Completing and centralizing the existing form.

Brochure Needs Department Heads
• Departments should have no more than a one year supply on hand due to anticipated branding changes next year.

Model Clinical Evaluation Process Jackie/Jacque/Renee
• A meeting was held to discuss student and model clinical evaluations on line. Jackie will meet with Kristen Huscusson to incorporate changes which will allow model clinical evaluations to be captured online.

Department Head Document: Implementation of Teacher Recruitment Plan Bob B./Dept Heads
• White paper due to Michael by November 1st.

Post Tenure Review due Fall 2007 Dept Heads
• Scott Minor, Hal Herzog, Jane Perlmutter
• Recommendation DUE to Dean October 1st

Recommendation for Graduate Courses for Non-degree Students Dept Heads/Janice
• In progress, changes being made.

Family Weekend - CEAP Reception Michael/Dale
• Dale will represent CEAP on faculty panel.

Timing of the Due Dates of Annual Reports Renee
• No report.

Student Assessment Instruction David M.
• No report.

Information - Please review the following handouts distributed today.

Print/Copier Update * Michael
Important Dates

September 28, 2007, KL 104
NCATE/NCDPI Accreditation College
Mtg on Unit Governance & Faculty

October 1, 2007
Recommendation on PTR Candidates:
Minor, Herzog and Perlmutter
DUE to Dean's Office

October 12, 2007
Faculty Attending Commencement DUE

October 12, 2007, 8:30 AM
WNCEdNet Conference-Ramsey Center
Teacher of Tomorrow High School
Program

October 16, 2007, 8:30 AM, UC
NCATE/NCDPI Accreditation College
Meeting on Diversity

October 19, 2007, KL 104

October 25, 2007
2nd Yr Reappointment Candidate Files
DUE to Dean's Office

October 25-26, 2007, WRESA
Western Region Teacher of the Year
Interviews

October 31 - November 3, 2007
Kappa Delta Pi Education Honor Society
National Conference

November 1, 2007
Tenure/Promotion Candidate Files DUE
To Provost Office

November 1, 2007
Departments' White Paper on Teacher
Recruitment Initiatives DUE

November 2-7, 2007, CEAP
NCATE/DPI Accreditation Visit

November 27, 2007
2nd Yr Reappointment Candidate Files
DUE to Provost Office

December 4, 2007
Tenure/Promotion Candidate Files DUE
To Provost Office

December 12, 2007
3-5 Yr Reappointment Candidate Files
DUE to Dean's Office

February 8, 2007
Post Tenure Review Recommendations
DUE to Dean

February 8, 2007
1st Yr Reappointment Candidate Files
DUE to Dean's Office

February 9, 2008, 10:30-4:30
Teaching Fellows Recruitment Day

February 11, 2007
3-5 Yr Reappointment Candidate Files
DUE to Provost Office

February 22, 2007
PTR Report for CEAP DUE to Provost

February 22, 2007
1st Yr Reappointment Candidate Files
DUE to Provost

Leadership Council Dates through 2007:
September 28, 2007 (revised)
October 5, 2007
November 2, 2007
November 16, 2007
The council meeting was adjourned at approximately 11:05 a.m.

Submitted by – Mary Rompf

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