The CEAP Leadership Council met on Wednesday, September 30, 2009 at 9:00 a.m. in Killian 218.


**Members absent:**

**Others present:** M. Rompf

**Announcements:**

- Dale announced that Michael Dougherty has received Professor Emeritus status.
- Dee announced that Tom Hodges welcomed a baby girl to his family last week. Please congratulate Tom on the addition of Ella Katheryn.
- Elaine announced that equipment from the Center for Mathematics and Science Education is available for checkout. A list of equipment was distributed to the council.
- Gwendoline Ayuninjam, the new Director of Field Experiences, will join CEAP October 1st. Please stop by and welcome Gwendoline tomorrow.

**Guest Speaker:** Robert Kehrberg, John West, Will Peebles, Richard Tichich – “Degree Titles” *

Colleagues from FPAC addressed the council on moving B.S.Ed. concentrations under the curriculum name. It was reported that WCU is the third or fourth largest preparer of music education majors. Colleagues from FPAC believe offering a B.F.A. degree may position WCU more competitively in marketing and recruitment of students to the university. Perry thanked the colleagues from FPAC for coming to meet with the council and beginning this dialogue. The council will discuss the information presented.

**David Claxton – “Alumni Homecoming Event/Development Initiatives”**

Saturday, October 17th, is homecoming weekend. An alumni brunch is scheduled from 9-11 and the football game starts at 4 pm. CEAP’s open house is scheduled from 1-3:30 in Killian 104. The college will host a reception which will include food provided by the college and covered dishes. David will send an invitation to the college members and track food items. Lee and Carla will coordinate a slide show. It was suggested to ask alums for photos when planning future events. Departments should invite retired faculty. David will ask alumni affairs to send an email to alum about the event.

Greater Asheville Luncheon Series – Each college is reserving a day to invite alums to participate in a luncheon in Asheville. Alums living in area surrounding counties will be invited to attend. CEAP’s luncheon is scheduled in July. The college will need to select a speaker.
David has compiled current information about the college received from each of the departments. David will send this to Mary for distribution to the council. Lee and Perry will work through Rubae about formatting this into a newsletter for alumni.

Minutes

Motion and second to approve the minutes of the September 18, 2009 meeting. Motion passed.

Dean's Report

- UNC Deans Meeting in Chapel Hill – September 22, 2009. The following was discussed:
  - H1N1 - More information should be forthcoming.
  - Data was distributed on elementary, middle, and high school candidates. This information will be forwarded to council members.
  - MSA re-authorization process.
  - Process for discontinuation of programs.

- Project Value Status
  - This will be a one-year trial. Discussions with faculty should begin as to how these funds will be spent within the department. Funds from the college will be distributed on a pro-rata basis based on number and rank of faculty. Project value funds should be directed at to support the following initiatives: scholarship, travel and professional development. The dean’s office will support the funding of technology updates.

Theme Discussion

Annual Assignment Tracking Mechanism

Perry thanked the department heads for their collaborative work and the very good product submitted in response to the request to develop an annual assignment tracking mechanism. Specifically, Perry appreciated the methodology used.

Next steps:

- Revise the “Projected AFE” form document submitted to become a tool to negotiate the following year’s assignment at the time of the AFE
- Develop a process for defining a personal development plan for a faculty member over time as it relates to the goals of the department and the continuity of leadership.
- Submit assignments to the Dean by the end of the semester.

TRACS & IDEAS White Papers

White Papers were provided to the council in advance of the meeting. The White Papers have been reviewed by the Provost and approved for discussion by the Leadership Council. The council discussed positives and negatives about each proposal. IDEAS began as a concept to address distance learning initiatives which are rolling to the colleges. IDEAS would function as a service unit. It may evolve into its own department and offer degree programs. The unit would function collaboratively with the Coulter Faculty Center. The positions for IDEAS will not come from existing department lines.

TRACS will be a change to how the college currently operates. TRACS would function as a service organization that implements policy (not make policy). The unit would
work with the departments and other colleges related to teacher education. Its mission would affect lifelong learning. The council discussed opportunities to combine office locations strategically and mentioned the need for office space for adjunct instructors and intern supervisors in a new building. The TRACS unit would advise students using department templates. It is expected that career advising would continue to be done by faculty.

Following today’s discussion, the white papers will be reviewed by the dean’s steering committee for faculty voice. Perry requested department heads submit a list of tenured faculty who would be interested in serving on the dean’s steering committee. Committee members will be selected by the dean. The expectation is for faculty to speak openly and candidly about the proposals.

Overall, the council responded positively to the proposals.

<table>
<thead>
<tr>
<th>Business Items</th>
<th>Council Members</th>
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<tbody>
<tr>
<td>Revisions for Office of Field Experience</td>
<td>Dee</td>
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<tr>
<td>The absence of having a Director of Field Experience at the beginning of the fall semester has shed light on some issues and possible ways to improve field experiences. Dee suggested the council look at professional development schools and its potential relational impact to scholarship. <strong>Future Discussion Item:</strong> Professional Development Schools (PDS)</td>
<td></td>
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<tr>
<td>Guidelines for Part-time</td>
<td>Dee</td>
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<tr>
<td>There is a cost benefit to using part time faculty to cover supervision.</td>
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<tr>
<td>Revisions for Intern I in relationship to FTE generation</td>
<td>Dee</td>
</tr>
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<td>Dee discussed looking at Intern I load and time demands and needs for reclassification. Department heads will meet to discuss.</td>
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</tbody>
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*Handouts-sent electronically*

**Task List Status Report**

- Faculty Load Re: Visiting Intern Is and IIs
  - Due at the end of the semester
- Annual Assignment Tracking Mechanism
  - Council

**Important Dates**

- October 6, 2009, 9:00 a.m., Ramsey Ctr.
- October 14 and 15, 2009, 3:00 p.m. UC
- October 30, 2009
- November 2, 2009
- November 23, 2009, 6:30 p.m., UC Grand
- November 24, 2009
- December 7, 2009
- December 14, 2009
- February 4, 2010

Teachers of Tomorrow Reaching to Teach Conference for H.S. and C.C. Students
“Teaching Opportunities for Non-Teaching Majors” Information Sessions
Tenure/Promotion Files due to Dean
2nd Yr Reappointment Files due to Dean
Kappa Delta Pi Honor Society Induction
2nd Yr Reappointment Files due to Provost
Tenure/Promotion Files due to Provost
3-5 Yr Reappointment Files due to Dean
3-5 Yr Reappointment Files due to Provost
February 6, 2010  Teaching Fellows Recruitment Day
February 9, 2010  Post Tenure Review  Files due to Dean
February 9, 2010  1st Yr Reappointment  Files due to Dean
February 23, 2010, 9:00 a.m., Ramsey Ctr.  Middle School Teachers of Tomorrow
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:
September 30, 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 12:00 p.m.

Submitted by – Mary Rompf

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