College of Education and Allied Professions Leadership Council

The CEAP Leadership Council met on Friday, February 10, 2006 at 8:30 a.m. in Killian 104.


Members absent: none

Others present: R. Barclay, M. Rompf

Announcements Michael Dougherty welcomed the Leadership Council and introduced Raymond Barclay, Director of Institutional Research and Planning, who was there to introduce himself and provide his vision and direction of the planning office to the council. The CEAP is one of two finalists for the Distinguished Program in Teacher Education Award presented by the ATE. The winner will be announced on Tuesday, Feb 21st.

Minutes Motion and second to approve the minutes of the 01/13/06 and 01/27/06 meetings. Motion passed.

Guest Speaker Raymond Barclay stated the planning office should act as a facilitator to the strategic planning of the university. To do so, the planning office will focus on strong customer service, create a partnership with the Deans and academic community, provide the tools for assessment and progress reporting, listen to concerns and issues of the departments and be an advocate of the enhancement of student learning. Michael encouraged the council members to email Raymond with data issues that they may have and to partner with the planning office to use data to show that their departments are making a difference.

Dean’s Report Michael reported on the status of the following 5 items:
1) College restructuring – Please encourage your fellow faculty and staff to attend these meetings. There needs to be a strong collaboration between colleges.
2) Sharing of information to faculty – Leaders inform others. Please over-give rather than under-give.
3) Electronic portfolios – These are off to a very good start but keep in mind that this is a developmental process.
4) 2006-2007 Budget – The planning for next year’s budget is underway. Council members should begin to evaluate their administrative, academic equipment, and operational needs. Priority will be given to instructional needs.
5) Teacher education – Erskine Bowles is stressing the importance of teacher education and his willingness to make this a top priority. He has challenged us to come up with innovative programs and to “rationalize” our current programs. This will be a top priority of CEAP.
Discussion

K-16 Education – Replicating Ideas & Models  Michael
The UNC Deans are focusing their efforts on replicating programs state wide to support teacher education. Ruth McCreary will facilitate the input of the Directors and the department head will forward information about their distinctive programs to the Dean by noontime on Monday, 2/13.

Department Head Work Day for Spring: TaskStream Day?  Michael
A date will be determined and sent out to department heads.

TaskStream Implementation: Issues & Questions  Renee/Ben
There are 120 students currently subscribed and other colleges at the university are exploring the use of portfolios. Help cards are now available for students. Reminder: Helen Barrett will speak on portfolios at the annual colloquium.

CEAP Alumni Survey Results  Renee
All surveys are out and results should be available in a few weeks.

Updating Transfer Courses from NC Community Colleges  Dale
The registrar’s website shows which community college classes transfer to which Western classes. This is currently being audited and Dale will send an email to department heads to evaluate the website. If a class does not match a WCU course, you can create a lower level elective by naming it i.e. PSY19A.

Field Experience Background Checks  Greta/Dale
Students are required before beginning their Intern I or II to have a background check completed. Campus police will do fingerprinting for students. Field Experience sends letters to schools stating the background check is complete.

Students interested in attending WCU  Jackie
Electronic databases were distributed to department heads and they are encouraged to use this as a recruitment tool if they have not already done so.

Learn to Teach/ Learn to Serve  Jackie
Information on this program has been distributed to the group. The deadline for participation is February 15th. Jane, Lisa and Jackie should meet to determine where this program may be applicable to our college.

Form for Pay for Intra-Institutional Professional Activity  Jane
A new form has been distributed that must be completed for full time faculty or EPA who are being compensated for additional duties per university policy #22. The question was asked as to how this affects nine month faculty.

Service Contract Information Worksheet  Mary
Programs and departments should submit their information to Mary by March 1.

Requests for Attendance at Spring Semester Events  Michael
Please submit these to Mary.

Directors Report  Ben
Please complete as a word document and forward by email. In the future these reports may be submitted through TaskStream.

SACS – Accrediting Agencies Chart  Michael
Please review the handout and submit any changes to Carol Burton and copy Michael.

Instructional Support for 2006 Summer School  Michael
Review the memo from Pat Brown. Then, department heads should list their needs stating how instruction will be facilitated; submit to Pat Brown and copying Michael and Mary.

Replacement for Millie Abel on LSO Committee  Michael
David M. and David C. will present a nomination for this position.
Update on College Goals       Michael/David C.
Accessing Foundation Funds     David C.
The latest report has been distributed. Council members are interested in how to access funding.

Task List Status Report
Increasing Number of Graduates Applying for Licensure   Dale
A handout was distributed outlining the procedure for application. Amelia is handing out a hard copy to those who are applying for graduation in the Dean’s office. Supervisors of Interns should ask students if they have applied for licensure.
Graduate School Assessment Plan     Renee
Melissa Wargo is the new director of assessment. Reports are due in May.
There will be no changes this year.
Program Assessment       Renee
Departments should be sure that data from SIS plus is moved to Banner in support the department needs.
Development Priorities     Michael
No Discussion.
Formation of Field Placement Advisory Council Greta
Names will be provided from the college election. Council members would like to ask those elected for 06-07 to begin serving immediately.
Part Time Faculty Degree Spreadsheets Mary
The deadline is February 17. To date, Human Services and Psychology have turned in their spreadsheets.

Information - The handouts listed below were given to council members for their review.
Are we losing our edge?       Michael
Rising Above the Gathering Storm Michael
Example of data justification for sample Michael
Please use this form as an example for position justification in the future.
Council of Deans' Workday Notes David M.
Thank you to David M. who attended on behalf of Michael. The minutes were distributed to council members. It was noted that faculty loads will be evaluated in the future. Regarding AFE’s, department heads must be providing timely feedback to faculty on instruction, service and research.
Undergraduate Expo Michael
We should encourage more participation from our teacher education students.
Psychology and recreation management already do a good job in participation.
Crosswalk Seminar – September 8th Jane
This is a great opportunity to infuse diversity in our classrooms.
Salary Increase Information Michael
Specific department information has been forwarded to each department. Please review for accuracy and reflect on faculty rankings.

Standing Updates
Dale noted that Dr. Tina Heafner, faculty member from UNC Charlotte, will be on campus on March 13th to conduct workshops on 2007 accreditation.
Lisa reported that the Graduate Assistantship allocations for 2006-2007 have been resolved and a final allocation will be emailed.
Kim reported that we should hear something soon about the NC Quest grant.
Michael reported that Erskine Bowles strongly supports collaborating with community colleges.

Important Dates

February 15, 2006    Department Head Workshops
February 15, 2006    Scholarship Recipients Due
February 18, 2006    Open House
February 22, 2006, 12:00 p.m.    Submit Salary Information to HR
February 27, 2006    Annual Colloquium – Dr. Helen Barrett
                      Speaks on Electronic Portfolios
February 28, 2006, 3:00 – 4:00    Chancellor meeting with Leadership
February 28, 2006, 4:00 – 5:00    Chancellor meeting with CEAP
February 28, 2006    Scholarship Recipient Write Ups Due
March 12-17, 2006    Rural Urban Exchange at WCU
March 27, 2006    Applied Science Undergraduate Expo
March 17, 2006    Open House
March 28, 2006    Business Undergraduate Expo
March 29, 2006    CEAP Undergraduate Expo
March 30, 2006    Arts and Sciences Undergraduate Expo
March 26-31, 2006    Rural Urban Exchange at A & T
March 28, 2006    Teacher Fair
April 6, 2006    CEAP Dean’s Appreciation Luncheon
April 18, 2006    CEAP Honors and Awards Ceremony
April 22, 2006    Open House
April 24, 2006    Teacher Appreciation Celebration
April 29 – May 5, 2006    Final Exam Week for Spring
June 11-30, 2006    Legislators’ School
June 11-16, 2006    Legislators’ School Staff Training
June 17-23, 2006    Legislators’ School- Middle School
June 24-30, 2006    Legislators’ School- High School

Meeting Additions to Calendar:

July 24-28, 2006    Elementary Science Institute
July 31-August 4, 2006    Elementary Science Institute

The meeting was adjourned at 11:30 a.m.

Submitted by – Mary Rompf

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