College of Education and Allied Professions Leadership Council

The CEAP Leadership Council met on Friday, October 5, 2007 at 8:30 a.m. in Killian 218.


**Members absent:** K. Elliott, J. Jacobs, R. McCreary

**Others present:** K. Pennington for ELF, M. Rompf

**Announcements**

Jamel, along with Erin McManus from the Pre-college program and local middle grade students from Cherokee Central school, attended the Ed Options Alliance Day at the coliseum in Greensboro. This one day event was aimed at providing minority students with upper education and career options.

Bob H. announced that EMGE department will be coordinating an event to recruit and retain freshman and sophomore teacher education students.

**Guest Speaker**

**Mike Stewart, Assistant to the CFO - "Copier/printer initiative at the university"**

The Chancellor asked Chuck Wooten to evaluate the efficiency of printing and copying on campus in response to the PACE initiative. There is a business case, based on volume, for WCU to become more efficient and cost effective in its printing practices. This can be accomplished by taking advantage of leverage and discount pricing. Using an outside vendor to manage university printing will provide the opportunity to have on-site personnel available to handle service issues and the replacement of paper and printer cartridges. Storage space for these products in the college will be freed up; and, assistants will not have to order supplies or care for copiers. Savings from the PACE initiative, like this copier/printer initiative, will be directed at core academic needs.

After a brief review of the initiative, Mike Stewart and Tom Frazier fielded questions from the council. At this time we do not know how many units will be in a particular area. An assessment will be conducted to evaluate usage and equipment. There are expectations that color printing will be enhanced, we will have an increased flexibility in print options, and there will be the ability to delete print jobs from the printer’s memory. There is awareness that there will be exceptions to the program; for example – grants. Implementation is anticipated over Christmas break; however there will be a parallel system. Departments will be able to set usage and obtain usage reports. Another benefit is that unit budgets will not have to hedge funds in case of last minute repairs.

Michael discussed with the council that there will be an impact to budgets. The print software will interface with Banner and units will be assessed for copy usages. Michael asked the Leadership Council to begin this discussion with faculty and staff noting there will be flexibility in the system.

**Minutes**

Motion and second to approve the minutes of the September 28, 2007 meeting. Motion passed.
Dean’s Report  
Michael reported the following:
- For preparation of the dossiers for the AFE/TPR process this year, use the guidelines as a pilot. The guidelines will be developed further by a Task Force chaired by David McCord. Lisa and Bob will meet to accommodate B-K folks who moved from one EMGE to Human Services.
- Budgets are in the process of being distributed. Units can expect to receive 90% of the 95% distribution.
- UNC Tomorrow, chaired by Erskine Bowles, was held at Southwestern Community College last evening. There were many complimentary comments about Western including a group from Hendersonville interested in Western establishing a satellite campus in the area.

Discussion

Help with Teacher Education Interviews  
Dale
This semester there are 186 candidates for interview. Next week there are interviews scheduled without interviewers signed up.

Action Item: David M. will arrange the schedule for Monday, Bob H. will arrange Tuesday, and Kevin will arrange Wednesday. Once interviews are complete, a list of participants will be provided to the council. Michael thanked faculty members for participating in this important and “growing” process.

Help with Accreditation Interview Schedules  
Dale
Dale distributed interview schedules to the council for the accreditation visit. Council members are requested to provide assistance in gathering and identifying who will meet with the accreditation team. Dale will speak with council members individually regarding particular groups and committees. In preparation for the interviews, individuals may choose to review the conceptual framework. More importantly, if someone asks how to prepare for the interview, council members should tell others to provide honest answers to the accreditation teams’ questions. There will be a poster reception in the UC Grandroom, students and public school partners are encouraged to attend and meet the accreditation team to discuss our programs.

Program Approval Standards  
Dale
The state is working on new program approval standards during the first week in November. Dale distributed a handout of “current thinking” about the change process. Dale provided a review of the changes and implications to the council regarding upcoming required program revisions developed to meet 21st century skills.

New Curriculum Change Process  
Lee
Curriculum change process is going paperless. No longer will forms be sent around. Lee will send out a “needs to know” email. Faculty member should email change to department head when the department head approves this should be sent to Lee. Lee will deposit this in an electronic file for the curriculum committee’s review which Nancy Carden will distribute to university committee members. Signatures will be considered the forwarding of the email. The goal of this new process is to provide a six week turn around.
**SharePoint and the Electronic Briefcase, Implications**  
*Lee*

SharePoint will become the university tool for an electronic briefcase. TaskStream will remain in tact for CEAP. TaskStream is a tool tailored specifically for what we do. SharePoint is a broader tool. It will be important to educate faculty on both programs and to understand functions.

**Universal SAI**  
*David*

An issue of the overall process of the Student Assessment of Instruction is that there is unevenness throughout the campus as to what the requirement is for students to participate in course evaluations. David proposed to the council that CEAP take a leadership role of support to universal SAI by the five departments endorsing and adopting universal assessment within the college. The council discussed this proposal. Michael asked departments to take this discussion back to the faculty.

**Action Item:** Universal SAI will be placed on task list and will be added under discussion as a brainstorming session to consider next steps.

**Chancellor's Award for Engaged Teaching**  
*Michael*

Award recipients will receive a $1000 increase to their base salary. Nominations are due to Michael by Wednesday, October 11th. The faculty advisory committee will meet on October 16th to consider the nominations.

**Action Item:** Mary to send the names of the faculty advisory committee members to department heads. An email will be sent to the college reminding nominators to gather all information as noted in the nomination process to submit with the nomination form.

**Completing and Centralizing Existing Form for Going to Jamaica**  
*Dale*

Discussion was tabled. Add as a discussion item to the next meeting.

**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*

Discussion set for October 26th council meeting.

**Brochure Needs**  
*Department Heads*

Reminder: if you would like to order graduate level brochures, contact Scott Higgins to request support for the printing cost.

**Model Clinical Evaluation Process**  
*Jackie/Jacque/Renee*

Survey for WCU and public teacher is ready to go online. Jackie is working with Kirsten Huscusson on the student evaluation.

**Department Head Document: Implementation of Teacher Recruitment Plan**  
*Bob B./Dept Heads*

We anticipate receiving 45-50,000 for a period of three years from General Administration to support the implementation of the teacher recruitment plan. A copy of the updated plan will be sent to the department heads.

- White paper due to Michael by November 1st.

**Post Tenure Review due Fall 2007**  
*Dept Heads*

- Scott Minor, Hal Herzog, Jane Perlmutter
Recommendation for Graduate Courses for Non-degree Students

Dept Heads/Janice

Timing of the Due Dates of Annual Reports

Renee

Data Reporting - Type and Frequency

Renee

No report.

Information

Microgrant Funding  *  Michael
Encourage faculty to apply for this funding. Microgrant funds can be used for professional
development as well as conference presentations.

CEAP Scholarly Support Request  *  Michael
Discretionary funding will be allocated to support faculty to attend conferences. Please remind
faculty that they may apply for up to $500 from the Dean for travel.

NSSE  *  (by program for department heads)  Renee

Important Dates

October 12, 2007  Faculty Attending Commencement DUE
October 12, 2007, 8:30 AM  WNCEdNet Conference-Ramsey Center
October 16, 2007, 8:30 AM, UC  Teacher of Tomorrow High School Program
October 19, 2007, KL 104  NCATE/NCDPI Accreditation College Meeting on Diversity
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 Dean's 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:
October 5, 2007    November 2, 2007
October 19, 2007    November 16, 2007
December 7, 2007

The council meeting was adjourned at approximately 11:00 a.m.

Submitted by – Mary Rompf

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