The CEAP Leadership Council met on Friday, November 10, 2006 at 8:30 a.m. in Killian 218.

Members present: L. Bloom, D. Carpenter, D. Claxton, R. Corbin, M. Dougherty, K. Elliott, E. Franklin, J. Holt, B. Houghton, J. Jacobs, K. Hunt, D. McCord,

Members absent: R. McCreary, J. Smith

Others present: M. Rompf

Announcements

Kim announced the receipt of the ARC grant check in the amount of $64,000 from Appalachian State. Eight thousand dollars will be given to both Robbinsville High School and Hiawassee Dam. Kim also noted a new CFNC initiative. CFNC is a tool to be used by the UNC system which will allow universities to recruit students who have expressed an interest in specific universities and programs as early as the seventh grade.

David C. announced that the candidate for the BKEMGE department head position will be on campus next Tuesday and Wednesday. During Dr. Carroll’s visit there will be several opportunities for faculty and students to meet Dr. Carroll. Please make her feel welcome and encourage others to attend the activities which are listed under important dates on the agenda.

Minutes

Motion and second to approve the minutes of the 10/27/06 meeting. Motion passed.

Dean’s Report

Michael reported the following:

- Good News! The summary of the 2007-08 operating budget from General Administration includes 4 million dollars for the planning of a new building for the College of Education and Allied Professions. Eighteen million dollars will be included in the 2008-09 budget request and eighteen million in the 2009-10 request. Once approved by the Board of Governors this will be submitted to the legislature. The building will be approximately 163,000 square feet.
- The pre-college program this year received non-recurring funding. In next year’s budget these funds are listed as recurring.
- New teacher support aimed at teacher retention and mentoring is another UNC system budgetary request. This initiative will provide direct support to graduating teachers from the UNC system through the employment of clinical faculty.
- CEAP did not meet its target goal of graduating 200 students from teacher education in 2005-2006. Jamaican students may have been included in the baseline data causing the target number for traditional students to be inflated.
We are currently reviewing the accuracy of the data. Michael discussed with the Leadership Council that there is an immediate opportunity to rethink pre-service and how to retain students in teacher education programs through to graduation.

- Michael discussed additional information from the UNC Teacher Education Council of Deans meeting. Handouts from the meeting were passed around at the meeting and are available for additional review.
- Michael and five other Deans of Education from the UNC system met with Senator Mark Basnight in Raleigh this week to discuss teacher retention and induction issues and the statewide teacher supply and demand concerns.
- Michael reminded the department heads to provide guidance to TPR candidates in completion of their TPR submissions. Once a candidate’s file has been submitted, no further changes, additions or deletions can occur.

Discussion

**Council Members**

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<tr>
<th>Department Research Interests</th>
<th>Michael</th>
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<td>Each department and director should send to Mary, copying Michael, a listing of faculty and their research interests by December 1st. A handout from Psychology was distributed as a basis model for creating a research list. The college-wide research list will be given to attendees at the Scholarly Activity Luncheon if completed by the luncheon date.</td>
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**Brainstorming How to Use Data with our Audiences**

Michael

The council discussed the following questions:

- How do we relay the great things that we do?
- How do we do it ourselves?
- Simultaneously, how do we help those agencies responsible for publicity to promote CEAP?

Responding to the questions, council members came up with these ideas:

- Feature a department on the college web-page each month
- Ask Bill Studenc to speak with the council on ways to promote teacher education and have priorities published
- Contact high school career centers - they have records of students interested in becoming teachers
- Word of mouth, website, and radio advertising are the recruitment tools used by NC Teach
- Consider using a college intern who is majoring in public relations major to assist us
- Ask our students to go back to their high schools for career day
- One on one communication with those identified as potential students to establish a personal rapport
- Pre-college program will bring students to campus as early as 6th and 7th grade and will build a relationship with Western over a long period of time
- Connect with the local publications to publicize the good work of our interns who are working in various public school systems
- Send data to the partnership principals when faculty visits public schools
- Share these ideas with Leila Tvedt.
**Diversity Plan (email attachments)**

Michael met with and charged the diversity committee this past week. All department heads are now members of the committee. Michael asked the council to endorse the diversity plan. A motion and second to endorse the diversity plan and have the committee carry it out were made. Motion passed.

**Graduate Assessment System**

Renee informed the leadership council that the professional education council has approved the undergraduate assessment system which the council approved at a prior meeting. Renee asked the council for feedback on the graduate assessment system plan. The council recommended the addition of “program specific requirements” and “dispositions assessment” to each of the Transition points in the graduate assessment system. With these additions, the council made a motion and second to endorse the graduate assessment system. The motion passed. In addition to the graduate assessment system, each program needs a statement, instrument and rubric for the dispositions assessment. Once developed, these should be sent to Renee and Dale.

**TaskStream Implementation Plan***

The professional education council has approved that all undergraduate students admitted to teacher education will submit all requirements as noted on the implementation plan to TaskStream beginning Spring 2007. The council discussed the plan and suggested that the plan language be changed to read: **“Beginning with Spring 2007 the following requirements for all teacher education students will be submitted only through TaskStream.”** A motion and second was made to endorse the TaskStream Implementation Plan with this change. The motion passed. TaskStream technology support for both students and faculty will continue to be available. Lee Nickles will develop an informational newsletter for both faculty and students on TaskStream.

**Space/Electronic Classrooms**

In fall 2007, Forsythe will not be operational and phase two construction in Stillwell will be occurring. This will create a shortage of electronic classrooms. The council discussed making another one of our classrooms an electronic classroom and was not favorable to the idea.

**Reading Day/Advisement**

In the fall there is an extra Tuesday on the schedule. The council was asked to consider if a day devoted solely to advisement similar to reading day would be a good option. The council agreed that this would be a good idea. Dale will provide feedback to the Provost Office.

**Background Check Update***

Ken discussed using Castle Branch for background checks with the council. The cost will be $6.00 for in-state students and $8.00 for those who have lived outside of NC. Results of the background check would be delivered to the school district and not to Western. Ken requested the council endorse Castle Branch as the company CEAP will use for background, that background checks will occur in accordance with the last
leadership council directive from its last meeting and that background checks are required prior to students reporting to school districts. A motion was made, seconded and approved by the council.

**Information**

*Shawn Acheson-Coulter Faculty Center Research Fellow  Michael*
Please encourage faculty to contact Shawn for assistance in research.

*Report on Teacher Education Recruitment*  Michael

*Report on the Joint UNC/NCCS 2+2 E-Learning*  Michael

These are UNC initiative reports for you to review.

*Tuition Surcharges  Dale*
Above 140 hours there is a 25% surcharge for courses taken. We can no longer remove transferred in courses that students do not need. Students will be notified on their statements.

*Effectiveness of Representative Mentor Programs*  Janice
The state board is required to evaluate effectiveness of mentor programs. In the recent state report, Western was the only North Carolina entity that was specifically noted in the report as a resource model.

*Handouts*

**Standing Updates**

Elaine announced that the Pre-college Program Search Committee is currently reviewing applications for the Pre-college position and hopes to conduct interviews by the end of the month.

David M. reported that there are four candidates for the HHP department head position who meet minimal standards. The search is on-going.

Jacque reported that ELD has three current searches; one to replace Al Proffitt, one to replace Gayle Moller who will be retiring at the end of the spring semester and one for college school personnel. Please spread the word on these open positions.

Bob reported that BKEMGE is seeking to fill a literacy position and the block position. Lynn Dillard will be leaving at the end of the semester and has done a good job filling in the position vacated by Kathryn Kantz.

Kim reported that the Issues in Rural Education Conference that was planned for November has been cancelled due to insufficient attendee numbers. Kim informed the council that the Curriculum Specialist for Diversity Search Committee has already received a few applications.

David C. reported that Parks and Recreational Management had 150 attendees at its recent Adventure Conference. The conference was well received.

Dale reminded the council that Lee Nickles will be here on Monday. Lee is the new Assistant to the Dean for Technology and Curriculum.

**Important Dates**
November 10, 2006  
November 14, 2006, 10 am, KL 104  
November 14, 2006, 11 am, KL 127  
November 14, 2006, 1 pm, KL 104  
November 14, 2006, 2 pm, KL 104  
November 15, 2006  
November 15, 2006, UC Theatre  
November 15, 2006  
November 16, 2006, 4:30 PM  
November 27, 2006, 3 PM, KL 218  
November 27, 2006, 4 PM, KL 104  
December 1, 2006  
December 1, 2006  
December 1, 2006  
December 8, 2006  
December 15, 2006  
January 5, 2007  
January 19, 2007  
February 1, 2007  
February 2, 2007  
February 15, 2007  
February 16, 2007  
March 16, 2007  
March 30, 2007  
April 20, 2007  
May 4, 2007  
May 18, 2007  
June 15, 2007  

Leadership Council Meeting  
Meet BKEMGE Dept Head Candidate  
Dept Head Candidate Presentation  
Reception BKEMGE candidate w/students  
Reception BKEMGE candidate w/faculty  
Requests for Attendance at Spring Events are DUE  
Deollo Johnson, Diversity Speaker  
Request for Attendance Forms Due  
Diana Beasley, NC Teacher of the Year  
Guest Speaker, UC Theatre  
Chancellor Meets w/Leadership Council  
Chancellor Meets with CEAP  
Leadership Council Meeting  
Scholarship Deadline  
Scholarly Productivity Luncheon  
CEAP Holiday Luncheon  
Leadership Council Meeting  
Leadership Council Meeting  
Leadership Council Meeting  
Botner Nominees Due to Dean  
Leadership Council Meeting  
Botner Nominee Files Due to Dean  
Leadership Council Meeting  
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The council meeting was adjourned at approximately 10:45 a.m.

Submitted by – Mary Rompf

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