The CEAP Leadership Council met on Friday, October 23, 2009 at 9:00 a.m. in Killian 218.


**Members absent:** J. Anderson-Ruff

**Others present:** M. Rompf

**Announcements:**

- CEAP Meets with Chancellor Bardo and Provost Carter, November 10th, 3:30 p.m. – please remind faculty/staff.

  Staffing plans have been approved.

  Perry announced the college will design a policy/research center in the future which may provide an opportunity for CEAP to impact K-12 education and public policy through research. This will be a vision/mission for the college. The council discussed possible tie-ins for graduate student work and collaboration with the existing university-wide public policy institute.

- **Guest Speaker:** At 11:00 AM – EPA committee members who complete or approve leave sheets met with Chris Williams from Human Resources to learn web time entry and approval processes.

- **Minutes**

  Motion and second to approve the minutes of the September 30, 2009 meeting. Motion passed.

**Dean's Report**

- UNC Deans – October 21, 2009
  - Teacher Preparation Routes and Student Achievement Presentation – Perry reviewed data related to preparation of teacher education candidates. Council members should forward questions to him about this data so that he can relay these questions to the research team.
  - Executing on UNC Tomorrow: 09-10 University Action Plan – An updated priority list was distributed to the council. The first priority is: **Improve Public K-12 Education** (finding 4.3)
  - Race to the Top Grant Proposal – 100 million dollars per year, each year, for four years. Please review this statewide proposal.

**Theme Discussion**

*The Challenges of Preparing Teachers / Vision*
The power point, presented at the TECSCU meeting Perry attended, was distributed to the council members. Notes from the presenter will be sent following the meeting.

Highlights of the presentation include:

- Recruiting aggressively
- Selecting aspiring candidates
- Preparing teachers through practical experience
- Sourcing high performing completers directly to need
- Aligning of recruits to meet need
- Obligate high performers to teach 2-5 years through incentives
- Evaluating teacher preparation programs for continuous improvement.

The council will have further discussions on this topic and a themed discussion on Professional Development Schools at a future meeting.

**Business Items**

<table>
<thead>
<tr>
<th>Council Members</th>
<th>Coordinator/Director Stipends – Distance Learning</th>
<th>Perry</th>
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<tbody>
<tr>
<td></td>
<td>Please submit a list of faculty coordinator/director payments for Fall and Spring. This information should be submitted to the dean as soon as possible. Perry will review this with the Provost at their next meeting.</td>
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**Commencement Update**

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<th>Perry</th>
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<td>Department faculty list is due to Mary by October 30th.</td>
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<td>Three ceremonies will be held in May. One for graduate students on Friday evening. Two ceremonies on Saturday for undergraduates.</td>
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<td>There will no longer be a summer commencement scheduled.</td>
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**Project Value Status**

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<th>Dept Heads</th>
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<td>If departments need copies of the project value allocations, please contact Mary.</td>
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**Update on Charges from the Dean**

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<th>Council</th>
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<td>Annual assignment tracking mechanism</td>
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<td>o Revise the “Projected AFE” form document submitted to become a tool to negotiate the following year’s assignment at the time of the AFE</td>
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<td>o 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</td>
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<td>o Due to the Dean by the end of the semester.</td>
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<td>Department heads reported they are meeting this afternoon to work on this project.</td>
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<td>Evaluate courses for the following:</td>
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<td>o Better rotation of courses (document of course offerings should be available for faculty and student use)</td>
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<td>o Minimum standardization – need for standard shell for syllabi</td>
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<td>o Duplication and expertise.</td>
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<td>Based on other initiatives in the works, this project will be moved to the spring.</td>
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<td>Increase electronic media marketing</td>
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CEAP will be setting up a twitter account for teacher recruitment. The college will follow-up with the attendees of the Teacher of Tomorrow and send information on how to sign up and get updates on twitter. The goal is to keep prospective students “in the know” about WCU.

- **Recruitment/Retention**
  The Teaching Fellows have a pen-pal project with freshmen and fourth grade public school students. CEAP, through Teacher Recruitment funding, will provide assistance to support and sustain this project from fourth to seventh grade.

- **Departments to submit how travel is handled at the department level**
  Departments should continue to support faculty travel with department dollars. Project value dollars may be used to supplement funding.

- **Department service learning liaisons**
  Please let Perry and Jamel know who will be serving as service learning liaison for the department.

- **Graduate Certificate Status**
  Perry thanked Dan for his outstanding work paving the way for the graduate certificate program by addressing the issues raised by other colleges. Next steps include Perry holding discussions with Wendy Ford and Robert Kehrberg.

**Wellness Initiative**

Dept Heads

This initiative will move forward. It will be named the “Tiki” Lounge - Today I Know I’m Important.

**Call for Proposals: Congressionally Directed Funding** *

Perry

If council members have ideas for proposals please forward these to Perry. CEAP would like to submit an idea for funding.

**Honors College Path Curriculum**

David

The alternative liberal studies proposal for honors students is under review. Council members should get involved in the discussion. If this proposal passes, other units will also be interested in developing alternative curriculum paths. The council discussed how this proposal may impact advising.

**Collegial Review Decision Notification Tracking**

Perry/Ellen

Ellen distributed a handout to the department heads that could be used for tracking candidate notifications during the collegial review process. The department heads will discuss independently and make a recommendation to the dean.

**Blue Diamond and ClassScape Assessment Systems** *

Dan

Dan provided the council with history regarding the Blue Diamond and ClassScape Assessment systems initiatives. CEAP will have access to these systems at no cost. Training sessions in November will be offered. Dan asked council members and faculty to participate in the training to learn more about the use of this assessment technology. Council members and faculty may learn more about the programs by linking to:

http://classscape.ncsu.edu/ or https://buildatest.wcpss.net/
Advisory Council on Research

Shelly Hargis has contacted Dan about forming an Advising Council on Research. Dan asked the council to submit nominations to him so that he can put forth a few names. He will contact the faculty to assess interest.

Task List Status Report

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

For Information - Please review these handouts.

QEP Mini-Grants *
*Handouts-sent electronically

Important Dates

October 30, 2009
November 2, 2009
November 10, 2009, 3:30 p.m., KL 104
November 23, 2009, 6:30 p.m., UC Grand
November 24, 2009
December 7, 2009
December 14, 2009
February 4, 2010
February 6, 2010
February 9, 2010
February 9, 2010
February 23, 2010, 9:00 a.m., Ramsey Ctr.
February 23, 2010
February 24, 2010
March 25, 2010, TBA
March 26, 2010, TBA
09-10 Leadership Council Dates:
October 23, 2009
November 20, 2009
December 18, 2009
January 22, 2010
February 19, 2010
March 26, 2010
April 23, 2010
May 21, 2010
November 6, 2009
December 4, 2009
January 8, 2010
February 5, 2010
March 12, 2010
April 9, 2010
May 7, 2010
June 11, 2010

Tenure/Promotion Files due to Dean
2nd Yr Reappointment Files due to Dean
CEAP Meets with Chancellor Bardo and Provost Carter
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
Teaching Fellows Recruitment Day
Post Tenure Review Files due to Dean
1st Yr Reappointment Files due to Dean
Middle School Teachers of Tomorrow
1st Yr Reappointment Files due to Provost
Post Tenure Rev AA12 due to Provost
Carolann Tomlinson Partnership Event
Carolann Tomlinson Student Presentation

The council meeting was adjourned at approximately 11:00 a.m. Leave earning council members then met with Chris Williams to learn web leave entry.

Submitted by – Mary Rompf

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