College of Education and Allied Professions Leadership Council

The CEAP Leadership Council met on Friday, October 26, 2007 at 8:30 a.m. in Killian 218.

**Members present:** J. Anderson-Ruff, B. Beaudet, D. Carpenter, R. Corbin, M. Dougherty, B. Houghton, J. Jacobs, R. McCreary, L. Nickles

**Members absent:** L. Bloom, K. Elliott, E. Franklin, J. Holt, K. Hunt, D. McCord, J. Smith

**Others present:** R. Barclay, C. Boan for PSY, D. Brotherton for HS, E. McManus for CMSE, M. Rompf

**Guest Speaker** Ray Barclay - "Digital Measures and its Possible Relationship to Delaware II Study"

Why digital measures? Ray distributed to the council a draft handout of the Accountability Plan for UNC. The plan has implications for WCU. As a part of WCU’s participation the university will voluntarily report 07-08 out-of-classroom activities conducted by faculty. The university is currently evaluating an infrastructure to assist in the reporting of this data. Currently, Digital Measures is a tool used in the College of Business for accreditation information reporting. This software could be customized to collect data for Delaware II. The council discussed the possibilities of using this data collection to facilitate other related college reporting such as the School Services Report. Ray welcomed this feedback and asked the council to participate in the next steps which will be a demo of the Digital Measures software.

**Minutes**

Motion and second to approve the minutes of the October 5, 2007 meeting.
Motion passed.

**Dean’s Report**

Michael reported the following information from the COD meeting:

- **IMPORTANT REMINDER:** Social security numbers should not be stored on laptops or desk computers. If you need this information, you must have permission to store it and the data must be kept in an encrypted file on the H drive.
- The merit pay process will remain the same at this time.
- Academic affairs will be defining the application process for Faculty Fellows. A job description, application and list of fellows are underway in order to get a better handle on the process.
- Digital Measures – the idea is to eliminate parallel processes whereas we have one process is developed to capture Delaware II data and college specific data simultaneously.
- Rank and pay of part time faculty is under review.
- An open forum on online course evaluations will be held.
• The new guidelines for the TPR/AFE process have been approved by the faculty senate. For 2007-2008, please adhere to the guidelines as best you can.
• Approved computer sources are Gateway and Apple. Large purchases will allow the university the benefit of a substantial discount.
• Michael thanked council members for their input on academic planning.
• Pay for Print is coming. Keep in mind the program offers flexibility; however units will be charged for printing costs.
• Any service contracts reported last spring will be paid for by departments and colleges.

Michael thanked Dale for his leadership with the NCATE/DPI visitation. He thanked the council and college at large for the preparation efforts over the course of the next week.

Discussion

Student Assessment of Instruction (SAI) and # of students Jacque

The council explored the question: should we have a college-wide statement regarding SAI which would also be incorporated into department TPR documents? In traditionally small classes, it would be possible to receive the information over 2, 3, 4 semesters in order to protect the identity of the respondents. At the program level, information could be disseminated by semester. A proposal was made stating that in courses with 5 students or less, course information will be disseminated over time to protect the identity of the students. Ray Barclay indicated that the software should be able to accommodate this request. The council also discussed that there may be a need to add a disclaimer evals of courses with five students or less that “As a student you have the right to evaluate this course; however, based on the small class size it may be difficult to protect your identity.”

Action Item: Dale asked the departments to have a discussion on how to deal with low student number courses and the SAI with their faculty and to consider whether a college-wide policy or a department policy was needed. Ray recommended a college policy based on programming of the system.

New Teacher and Administrator Standards: Impact on Teacher Education * Dale

Two handouts were given to the council: “North Carolina Professional Teaching Standards” prepared by the NC Professional Teaching Standards Commissions and “Future Ready Students for the 21st Century.” In 2008-2009 all teachers will be evaluated on the standards distributed. Implications for CEAP- the teacher education undergraduate program will be reviewed and revised to meet these new standards. CEAP is responsible to report to the state by December 2008 what has been done to conform to the standards. Dale reminded the council that it will be important to include all state holders in the change process. Based on our current ability to collect program data, it was suggested that this is also a good time to evaluate that data and make appropriate program changes to our programs in addition to incorporating the new professional teaching standards.

NSSE survey results for all education majors Renee

Renee thanked Charles Elliott, graduate assistant for preparing the NSSE data reports for the council. Renee reviewed the reports with the council. The data shows how CEAP compared to the university, to peers and to the NSSE 2007 report. As a whole, the report shows CEAP students responded more positively than other student groups to the survey.
Classrooms in Killian
Ruth
In our quest to make our building more inviting, it would be appropriate to spruce up the classroom environment. Ruth asked the council for input. The following members volunteered to be responsible for classrooms: – Jacque, 126; Jamel, 111; Erin, 114. Lee will assess faculty need for TV/VCR combos.

Commencement Non-Participation Response
Michael
Postponed.

Posting of Office Hours
Dale
Please remind faculty that office hours should be posted on their doors.

Loose Ends for NCATE/DPI
Dale
There are meetings scheduled for today and next Thursday to review/discuss the accreditation process. These meetings are designed to allow faculty and staff to ask questions and inquire about what to expect during the visitation. The overriding principal when working with the team is “what do you need, how can I assist you?” The poster session will be awesome and is designed to highlight the good work of CEAP.

Summer School Course Offerings
Dale
When developing summer offerings, the prevailing thought should be the needs and access of students to program courses enabling students to graduate in a reasonable time frame. This is a shift in past thinking from faculty interest to program requirements. Summer courses should be viewed as a recruitment and retention tool. Course offerings for summer 2008 and fall 2007 are due in January. Michael reported that the university is reviewing part time and summer faculty salaries.

Task List Status Report
Accounting for Faculty Going to Jamaica
Department Heads
Jacque reminded council members that departments are responsible completing personnel paperwork for faculty members teaching in Jamaica. Stay tuned for policy information from the export controls committee concerning taking laptops to Jamaica.

Brochure Needs
Department Heads

Department Head Document: Implementation of Teacher Recruitment Plan

- 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

Universal Student Assessment Instruction
David M.

Data Reporting - Type and Frequency
Renee

No reports.

Information – Please review the following handouts.

Fall 2007 Interviewer List *
Dale
A list of faculty members participating in Teacher Ed interviews was distributed to the council. Dale thanked the faculty for their participation. Arts & Sciences and Fine & Performing Arts have committed to increasing their faculty participation for future interviewing.

* **Working Smarter, Not Harder**
  - Michael
* **Teacher Ed/ Distance Ed Funding**
  - Michael
* **Post Tenure Review Master Report**
  - Michael
* **Madison Professor**
  - Michael
* **Faculty Load, Appointments, & Compensation DRAFT**
  - Michael
* **Faculty Compensation Range DRAFT**
  - Michael
* **Fixed Term Contracts for Faculty UNDER REVIEW**
  - Michael
* **Council of Deans Announcements**
  - Michael
* **Academic Planning Report**
  - Michael
* **University Planning & Budget Calendar**
  - Michael
* **Budget Processes & Usage Profiles**
  - Michael
* **UNC 07-09 Budget & Non-Budget Priorities**
  - Michael

**Authorization for Travel Form**
- Mary

### Important Dates

**October 26, 2007, 3:00-3:50 PM, KL 104**
- Accreditation Information Session

**November 1, 2007, 1:00–1:50 PM, KL 104**
- Accreditation Information Session

**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 29, 2007, 3:35 - 4:25, UC Theatre**
- Faculty Forum on CatEval-Online Course Evaluation

**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
Leadership Council Dates through 2007:
November 2, 2007
November 16, 2007
December 7, 2007

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.