The CEAP Leadership Council met on Friday, October 31, 2008 at 8:30 a.m. in Killian 218.


**Members absent:** L. Bloom, D. Carpenter, K. Elliott, E. Franklin

**Others present:** D. Brotherton for Human Services, M. Rompf

**Announcements:**
State employee combined campaign ends today. If you would like to participate, please turn in donation forms to Lee.

There is still some equipment available for reassignment from the Adventure of the American Mind program.

If you know of someone looking for a faculty research position, please refer them to Educational Leadership and Foundations.

The Instructional Leadership Summit will be held at the Crown Plaza in Asheville this Wednesday. Seventy-five participants are expected.

EMGE will host the Pathways to Literacy Conference next Thursday and Friday.

Summer session is now administered by the Provost office. There will be guaranteed courses. Michael will ask the Provost Office to send the draft APR document related to summer session to the department heads. This will be discussed at the next department heads workshop. Summer salaries will increase.

Jacque announced that neutral site interviews for the dean’s position have been completed. Schedules for campus interviews will begin November 10ᵗʰ and will continue through the 21st. Please encourage participation. This should be a top priority of the college.

**Minutes**
Motion and second to approve the minutes of the October 17, 2008 meeting. Motion passed.

**Guest Speaker**

*David Claxton, Assistant to the Dean for Development*

David addressed the council on the college development plan. David thanked college and council for their generosity and deep commitment to preparing the leaders of future generations. He noted that our college is very giving, sharing and concerned with the advancement of others as was apparent with the quick endowment of the Dougherty Family Scholarship last spring. David distributed the *College of Education and Allied Professions Development Initiatives* booklet to the council and asked for their help in distributing this information to
potential donors. There will be many opportunities for meaningful contributions with the planning and building of a new CEAP building. David reviewed Phase II of the CEAP development plan and reminded the council that fund raising is a responsibility of all of us. If you know of someone who may be able to assist the college financially in its mission, provide the development booklet. If you are uncomfortable discussing donor opportunities, refer them to David. Development opportunities are a result of networking and building relationships.

Dean’s Report

Michael reported the following:

- **Scholarship of Application Mini-Grants** – Please thank faculty for their participation in the scholarship of application mini-grants program. The College of Education and Allied Professions will provide $10,000 in grant funding across departments.

- **Christa McAuliffe Award Banners** – Banners were distributed to council members which could be used at open house and other events. Previously these banners were hung across campus in recognition of the College of Education and Allied Professions receiving the Christa McAuliffe award.

- **Part Time Faculty Requests** – Michael asked department heads to evaluate their part time faculty requests and look for ways to reduce the overall costs by $30,000. Michael asked council members to consider how they may participate in the intern supervision process. Ken will convene department heads to evaluate the field experiences process and review opportunities for visitation consolidation.

- **Chancellor Leadership Meeting Update**
  - Policy 62 addresses who has the right to authorize contracts. In the future, there will be more flexibility for deans to authorize contracts.
  - University wide there is increased focus on resident credit courses - look at offering more residential graduate programs.
  - Process redesign – for example, as we reinvent systems we should look at why and who signs forms, how the budget process can be improved with regards to signature and processes.
  - Budget cuts– Stay tuned. We will know more after the Chancellors’ meeting on the 11th.
  - Travel- General Administration is expected to provide guidance to campuses concerning appropriate travel in light of budget restrictions.

- **Chancellor Task Force on Teacher Supply and Demand** – Michael asked the directors to rethink the topic of the December luncheon meeting.

Discussion

**OPT Nomination Process**

Jackie

There have been concerns that some adjunct faculty may not be receiving nomination forms or notification of the process for the OPT award. It was discussed that the OPT award and form be added to the intern handbook and for Jackie to communicate to the college electronically about OPT. Add OPT process to task list.

Jackie mentioned that there will be three fulltime model clinical positions available in the spring. Seminars, distance education and methods courses are priorities.
CEAP Policy on Equipment Checkout to Students *  
Lee
Lee reviewed with the council a proposed policy to oversee the check out process of state equipment to students, which has been approved by legal and internal audit. Unit heads are responsible for approving class requests for equipment. Departments owning equipment are responsible for oversight. Michael requested that a revision to the policy be made stating that any equipment being checked out must have an identification tag. It was suggested that a possible change to the policy would include accounting for accessories issued with the major item checked out. Council will revisit this.

Review of Peak Performers  
Michael
Founded in 1996 by Dean Chambers. Michael asked the council to discuss these two questions – should we keep the process? If yes, what form should it take? The council had consensus for keeping the program. It was suggested that there be one or up to three peak performers selected annually. Selection principles and guidelines should reflect the values of the college; what are we looking for in choosing a peak performer. Michael will review the criteria. This will be added to the task list.

Teacher Ed Re-Visioning  
Jacque
Two sessions have been held to date which have included attendance by allied professions. Jacque and Dee will meet with programs in November. The role of task force will be to look at overlaps and core areas. Now is the time to begin thinking about assessment and what the program will look like – what is the big picture.

Framework for Understanding Children from Poverty  
Jamel
Jamel asked the council members for their thoughts on what training our students need on the topic of poverty. This is a good time to consider this as a diversity initiative in the re-visioning process. The council discussed the importance of education on poverty in teacher education. There may be an opportunity to tie in workshop opportunities for the SNCEA organization that Sarah Meltzer is working to bring to campus.

Student Satisfaction Survey *  
Renee
Renee distributed a student satisfaction survey for the council to review. Two sections have been added to the survey; one on the new building and a section related to transfer students. Renee asked the council to email their comments to her next week.

DPI IHE Report  
Renee
Renee reviewed comparative data from the IHE report with the council. Some changes in data results may be related to systems issues with the database. Graduate data will be provided at a later time.

*Handouts

Task List Status Report – No reports
TaskStream and QEP  Lee
Satisfaction Survey of Current Students  Renee
Satisfaction of Faculty/Staff Survey  Renee
OPT Notification Process  Jackie
Important Dates

October 30, 2008, Noon              2nd Year Dossiers Due to Dean's Office
November 5, 2008, 9:00 - 3:15 PM    Instructional Leadership Summit - Crowne Plaza Resort in Asheville
November 5, 2008, Noon              Tenure/Promotion Dossiers Due to Dean
December 2, 2008, Noon              2nd Year Dossiers Due to Provost Office

December 5, 2008, 11:30-1:30, Illusions
December 5, 2008, Noon              CEAP Holiday Luncheon
December 12, 2008 Noon              Tenure/Promotion Dossiers Due to Provost
February 9, 2009, Noon              3-5 Year Dossiers Due to Dean's Office
February 10, 2009, Ramsey Center    1st Year Dossiers Due to Dean's Office
February 13, 2009, Noon             Middle School Teachers of Tomorrow
February 23, 2009, Noon             3-5 Year Dossiers Duet to Provost's Office
Leadership Council Dates through May 2009:
November 7, 2008                   November 21, 2008
December 5, 2008                   January 9, 2009
January 30, 2009                   February 13, 2009
February 27, 2009                  March 13, 2009
March 27, 2009                     April 17, 2009
May 1, 2009

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.