The CEAP Leadership Council met on Friday, November 2, 2007 at 8:30 a.m. in Killian 218.


Members absent: K. Elliott, K. Hunt, E. Franklin, D. McCord

Others present: E. McManus for CMSE, L. Unruh for PSY, M. Rompf

Announcements

Jacque Jacobs announced that the search committee for the Elementary Middle Grades Education department head position has completed its work. Dee Nichols has accepted the position and will join CEAP on July 1, 2008.

Dick Haynes, a faculty member of CEAP for many years, passed away yesterday.

Minutes

Motion and second to approve the minutes of the October 26, 2007 meeting. Motion passed.

Dean’s Report

Michael reported the following:

• Thank you to everyone, faculty, students, and staff for their efforts in preparation of the NCATE/DPI visit.
• Laptop computers for faculty use are being purchased which will be kept in Jamaica.

Discussion

Christa McAuliffe Award Celebration

Working with the Office of Advancement, CEAP is discussing an event to honor its selection as the recipient of the AASCU 2007 Christa McAuliffe Award for Teacher Education. Michael asked the council for input on what that event may look like. Once Advancement provides further information on funding and event locations, Michael will apply the input of the council in determining the event. Wachovia has donated $5,000 for this celebration to honor teacher education.

Proposed Plan to Revise Undergraduate Teacher Education to Address 21st Century North Carolina Board of Education Standards *

Volunteers from the PEC were asked to draft a proposal for the process of how CEAP would go about addressing the revision of standards which is due to the state December 2008. The volunteers developed the handout distributed to the council which recommended a Taskforce and timeline to lead the process as described in the proposal. The council discussed the proposal; specifically, the discussion surrounded what the make up of the Taskforce will look like and what the oversight/tasks of the Taskforce will be. Michael requested a department head volunteer to work with the group that
drafted the proposal. A revised document will be developed to address concerns discussed by the council. Lisa accepted this role.

**Action Item:** By the next Leadership Council meeting, a revised document will be submitted to the council for their review. Michael asked Jacque to provide an overview of future council meetings on changes in North Carolina standards for administrators.

**NCATE/DPI Schedule/Update**

A schedule of the accreditation visit and the list of the team members were distributed to the council. Dale reviewed the schedule of events with the council. Should a team member request information that you have not prepared, please seek out the data to follow up with the team member. Information requested can be given to Dale who will deliver the information. A class list will be provided to the teams so that they may visit teacher education classrooms. A booklet of all the posters from Sunday evening’s poster session will be given to each team member. Michael thanked Homer Harris and the facilities staff for their work sprucing up the Killian building. Thank you to publications, the print shop and to the college at large for all the efforts put forth to make this a successful visit.

**Task List Status Report – No reports**

- **Accounting for Faculty Going to Jamaica**
  - Department Heads
- **Brochure Needs**
  - Department Heads
- **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

**Information – Please review this important information**

- **Summer 2008 Planning**
  - Michael
- **WCU Office of Human Resources Chart**
  - Michael
- **WCU Office of HR Functionality O-Chart**
  - Michael
- **Employee Data Form**
  - Michael
- **Paperwork from Searches**
  - Michael
- **Evaluating Academic Success Effectively**
  - Michael
- **Guidelines & Form for Undergraduate Exp**
  - Michael

*Handouts*

**Important Dates**

- November 2-7, 2007, CEAP
- November 27, 2007
- December 4, 2007

- NCATE/DPI Accreditation Visit
- 2nd Yr Reappointment Candidate Files DUE to Provost Office
- Tenure/Promotion Candidate Files DUE To Provost Office
December 12, 20007

February 8, 2007

February 8, 2007

February 9, 2008, 10:30-4:30

February 11, 2007

February 22, 2007

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

February 11, 2007

February 22, 2007

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

The council meeting was adjourned at approximately 10:30 a.m.

Submitted by – Mary Rompf

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