College of Education and Allied Professions Leadership Council

The CEAP Leadership Council met on Friday, November 6, 2009 at 9:00 a.m. in Killian 218.


Members absent: G. Ayuninjam, W.D. Nichols, J. Smith

Others present: T. Rose for EMGE, M. Rompf

Announcements: Council Members

CEAP Meets with Chancellor Bardo and Provost Carter on Tuesday, November 10th at 3:30 p.m. in Killian 104. Please remind faculty and staff. Council members are to email Perry with a list of accomplishments/activities. This information will be provided to the Provost and Chancellor at the meeting.

Dan announced the Teacher Education website statistics. Total visits show an increase of 81%. Licensure visits up 64%. Transfer students use is up as well. The website seems to be doing what it was hoped to do. Dan will provide a hard copy of the statistics to the council.

Guest Speaker: William Frady and Kenneth Beck, ITV Facility Resources

William and Ken addressed the council about current ITV opportunities available at the university. Technology has advanced, creating opportunities for course instruction that faculty may not have considered. Delivering hybrid courses, recording student presentations for portfolios, conducting business meetings, interacting with other students around the world, and bringing professional speakers into the classroom via teleconferencing are just some of the possible uses of the facility. Feel free to contact Ken at 2134 to discuss ITV resources and opportunities.

Minutes

Motion and second to approve the minutes of the October 23, 2009 meeting. Motion passed.

Dean's Report

- November 3 – Council of Deans
  - Summer Session – Things We’ve Learned and Things to Consider *
    CEAP will receive approximately 41,000 in revenue from summer session this year. This year CEAP received an additional 20% in revenue sharing for distance learning courses. This methodology for additional revenue sharing for distance learning courses may not occur next year. Perry will put 25,000 from summer session funding toward college-wide initiatives directed at scholarship. The council will discuss how to appropriately use these funds at a future meeting.
Perry announced that CEAP will receive $10,000 from the Provost Office from 2008 summer revenue for the purposes of a laptop cart refresh. These funds will be distributed at a later date pending budget outlook.

- **Computer List/Cost Share with Provost**
  The Provost Office will match funding 50/50 to purchase 18 faculty computers using summer session revenue dollars. The methodology regarding the order in which computers will be replaced will be sent to the departments sometime next week. Age of computer and functionality will be primary factors for consideration. Computers being replaced must be at least 3 years old.
  An informational message regarding international travel and taking computers abroad will be sent as a reminder to faculty.

- **Paw Print** – Some machines are not yet online. It is known the system has had functionality issues. In the last few days an error in the programming logic was found and corrected. The system now appears to be stabilized. Once the system is verified to be fully up and running, additional machines will be set up in the Killian building. This included a machine in KL 246, KL 108, and a machine on the third floor.

**Theme Discussion**

*How are we going to increase scholarship productivity within CEAP? Dale*

Since departments have been given additional funding from the dean (Project Value), Dale asked the council, what are departments discussing/considering as ways that funding can be used to support scholarly productivity.

Funding could be directed toward increased collaboration and productivity.

Faculty colloquium/retreats provide faculty with an opportunity to exchange ideas for excellence in teaching and research. This also provides an opportunity for faculty to view the work of others.

Faculty conversations may provide the opportunity to discuss these questions:

- What can be taken from a faculty member’s workload and redistributed?

- What is it that gets in the way of accomplishing scholarship?
  - Advising
  - Administrative paperwork
  - University supervision-student/parent perceptions and expectations
  - University systems
  - Non-tenured folks should not be coordinating programs.

Ideas discussed by the council:

- Departments may fund the cost of any research posters to be used for conference presentations. This approach has triggered collaborative research between faculty and students in the Psychology department.
• Create rules as to how departments will supply dean’s travel money which has been moved into Project Value.
• Provide internal small grants proposal opportunities. (500-1000) Example: Purchasing commercial test instruments.
• Change perspective – discuss the positive. Remind faculty that there is a new pot of money to support what you do.
• Use funding as a resource for grant support.
• Consider asking faculty to produce an end product from a conference presentation using the feedback received from colleagues nationally to write a publication as a direct result of the presentation.
• Schedule opportunities to share writing and motivate faculty toward a scheduled event where they can receive feedback from their peer group.
• Look at ways to effectively share conference experiences.
• Graduate students for research can be difficult to find. Create opportunities to increase graduate assistantship assignments and stipends.
• Create a centralized pool of graduate assistants so that faculty could make a request for a graduate student. This would show support for faculty research agendas.
• Because advising substantially eats away at faculty time, the TRACS concept will be helpful.
• Utilize differentiated workloads.
• Considering state and growth requirements, how do we rectify student growth with faculty assignments/load?
• Committee representation across the university.
• Getting an idea into a 25 page manuscript requires focused work. It requires internal discipline, personal choices and positive support.
• Expectations and outcomes should be set to develop routines. Collegial review documents should set these.

Please continue the conversation with the faculty and identify barriers keeping faculty from accomplishing their goals.

Business Items

_Designer_ Members

Closet Space 111/114
A faculty member would like assigned space in the closet between 111/114. The council discussed utilization of limited storage space throughout the Killian building. The dean’s office will compile a list of common storage areas.

1.3 million in Growth Funds for Next Year
WCU expects to receive growth funding estimated at 1.3 million. State tuition waivers for athletes will be going away.

E & T Funding
Requests are due to Dean on November 12. A compiled list will be returned to the Department Heads and Lee for their review and recommendation to the dean. A recommendation for use of funding is due to the Dean by November 24th.

Coordinator/Director Stipends – Distance Learning
Please submit PAFs for approved coordinator/director stipends for the fall semester to the dean’s office by November 13th.
Commencement Receptions * Perry
An email was distributed stating that colleges will be responsible for hosting commencement receptions, if the college wishes to do so, at a location away from the Ramsey Center. Due to parking issues and prior turnout levels, the college will not hold an off-site reception.

Botner Award for Superior Teaching * Perry
Guidelines for selecting department nominations were distributed to departments. Nominations are due to the Dean by February 1st.

Faculty Recruitment Funds Per Search Mary
- State funds for travel: $1300 - tenure track search, $800 – fixed term
- Non-state funds for meal: $150
- Reminder – these amounts are per search, not per candidate.

Changes in Payroll Processing Mary
An article with updates on campus payroll processing will be published in The Reporter. Please review this information and be aware of new payroll deadlines for hourly student workers and employees.

Affiliate Faculty/Volunteer Status * Mary
A form for affiliate faculty and volunteers must be submitted in order to establish a 92 number. This must be done in order for the individual to use the library.

Associate Dean Job Posting Perry
The Associate Dean position has been posted. Please refer any questions regarding the associate dean search to Perry.

Highly Qualified Teachers SPED Dan
The state is notifying SPED teachers about highly qualified status requirements. This has caught many by surprise and generated calls to the licensure office.

Blue Diamond Training Dan
Training will be held at Good-Will Industries in Winston-Salem on November 19th, 10-3. Dan will attend and would like others to attend. The group would leave early and return the same day. Dan will provide more information about ClassScape training when it is available.

Jamaica Accreditation Dan
The self-study has been completed and submitted. The next step will be a site visit in Jamaica.

Task List Status Report
Faculty Load Re: Visiting Intern Is and IIs Department Heads
Annual Assignment Tracking Mechanism Council
- Due end of semester

For Information - Please review these handouts.
*Handouts-sent electronically
Important Dates

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

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 Dean

Post Tenure Rev AA12 due to Provost

Carolann Tomlinson Partnership Event

Carolann Tomlinson Student Presentation

November 6, 2009

December 4, 2009

January 8, 2010

February 5, 2010

March 12, 2010

April 9, 2010

May 7, 2010

June 11, 2010

The council meeting was adjourned at approximately 11:20 a.m.

Submitted by – Mary Rompf

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