The CEAP Leadership Council met on Friday, November 7, 2008 at 8:30 a.m. in Killian 218.

**Members present:** J. Anderson- Ruff, B. Beaudet, L. Bloom, D. Carpenter, R. Corbin, M. Dougherty, E. Franklin, J. Holt, J. Jacobs, K. Hunt, R. McCreary, L. Nickles

**Members absent:** K. Elliott, D. McCord, W.D. Nichols, J. Smith

**Others present:** D. Strahan for EMGE, J. Habel for PSY, A. Schlott

**Announcements** None

**Minutes** Motion and second to approve the minutes of the October 31, 2008 meeting. Motion passed.

**Dean's Report** Michael reported on the following:
- **Budget Situation**
  Michael reminded that everyone should be good stewards of their budgets. Everyone was encouraged to attend the Chancellor’s Town Hall meeting.

- **Thank You to Department Heads for Working on Part Time $ Crunch.**

- **Impact of UNC System Teacher Education Graduates on Student Achievement**
  Michael gave a report on data that is being collected by GA on Teacher Education Graduates from various institutions.

**Discussion**

- **Teacher Education Revision Update**
  Dale reviewed the new revisioning website. Jacque and Dee will meet with each program to discuss revisioning. Revisioning will also affect the MAT programs. Programs will need to have evidence that candidates possess 21st Century Skills.

- **CEAP Policy on Checkout of Equipment to Students**
  Lee
  A policy was developed to handle the checkout of equipment to students by departments. Lee reminded that all equipment is property of the state and must be treated as such. Motion and second to approve the policy.

- **Cherokee Studies**
  Jacque
  Jacque reported that conversations had been had with Andrew Denson, Jane Eastman, and Hartwell Francis about Cherokee programs. They will meet with and talk to your faculty if you would like. There is a program for a Cherokee Languages in Kindergarten.
Ruth thanked everyone for their efforts to make the Instructional Summit a huge success. Fourteen different school systems participated.

Ken
The Office of Field Experiences has reviewed ways to cut costs for supervision. PE has streamlined their supervision process and Special Education will be supervising their own students. Supervision can be shared for long distances.

Michael
Departments will notify the Dean’s Office if they will engage in the Peak Performer process. Several suggestions were made, including having a set of guidelines, making participation optional each year as to enhance the quality of the recipients. It was suggested that it might be possible to put information in the Western Magazine about nominations and possibly recipients of the award.

Jackie
Not present

Lee
No Report

Renee
1000 students were sent the survey this week

Renee
In progress

Michael
A memo was sent regarding security training which included a PowerPoint presentation to be viewed by personnel that have access to student and employee records, including work-study students and graduate assistants. After viewing PowerPoint, each person is to fill out the form and submit to their supervisor for signature. After all forms are received, they are to be forwarded to the Dean’s Office with the list of participating personnel. The college will submit one package.

December 2, 2008, Noon
2nd Year Dossiers Due to Provost Office

December 5, 2008, 11:30-1:30, Illusions
CEAP Holiday Luncheon

December 5, 2008, Noon
Tenure/Promotion Dossiers Due to Provost

December 12, 2008 Noon
3-5 Year Dossiers Due to Dean's Office

January 31, 2009
Teaching Fellows Recruitment Day
February 9, 2009, Noon  1st Year Dossiers Due to Dean's Office
February 10, 2009, Ramsey Center  Middle School Teachers of Tomorrow
February 13, 2009, Noon  3-5 Year Dossiers Duet to Provost's Office
February 21, 2009  Teacher Fellows Regional Screening Interviews
February 23, 2009, Noon  1st Year Dossiers Due to Provost Office
April 22, 2009, UC Grandroom  CEAP Awards Ceremony

Leadership Council Dates through May 2009:
November 7, 2008  November 21, 2008
December 5, 2008  January 9, 2009
January 30, 2009  February 13, 2009
March 13, 2009  March 27, 2009
April 17, 2009  May 1, 2009

The council meeting was adjourned at approximately 10:15 a.m.

Submitted by – Amelia Schlott.

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