College of Education and Allied Professions Leadership Council

The CEAP Leadership Council met on Friday, November 16, 2007 at 8:30 a.m. in Killian 218.


Members absent: K. Elliott, J. Holt

Others present: M. Rompf

Announcements

Bob H. announced that EMGE is sponsoring an event “Who’s Smarter than a 5th Grader?” Thank you to Maryanne Maisano for taking a leadership role on this event.

Jacque reported that a doctoral recruitment event was held this week at UNCA. There were 19 attendees and 18 others who expressed interest.

Bob B. reported that Physical Education’s state conference was held last week. More than 40 students and many department faculty members attended. Western had a strong presence at the conference with 17 poster presentations made by students.

Jackie announced that a teaching fellow parent is helping to put together recruitment packets for future teaching fellows today. If programs would like their brochures included in the packet, then please bring materials to the teaching fellows office after the meeting.

Jackie contacted Gladys Graves in the NC Teaching Fellows state office. Jackie announced that the article about Western receiving the Christa McAuliffe award will be published in a future edition of the NC Public School Forum. Thank you to Jackie for her efforts in spreading CEAP’s good news.

Minutes

Motion and second to approve the minutes of the November 2, 2007 meeting. Motion passed.

Dean’s Report

Michael reported the following:

- On Wednesday the entrance to the second floor on Killian will undergo modification to become handicap accessible.
- Michael is working with others at the university level on the space needs of CEAP. There will be more to report and possible relocation of personnel after the first of the year.
- Digital Measures Demonstration—Ray Barclay provided a demonstration to the council of deans on Digital Measures. This tool would allow us to gather data one time for use with multiple purposes across the university and college. Michael asked the council for their input on this initiative. The council is in favor of a tool that permits digital information recording.
• Change in the "Application for Graduation" Process - Larry Hammer addressed change in the application for graduation process at the last council of deans. David reported that the Registrar’s office is moving more quickly than expected. Eventually, the Dean’s office will be eliminated from the application process once the degree audit has sufficient gateways set in the audit system. David reminded the department heads to continue to review the audit system for areas needing improvement.

• Hiring Pools – Each semester we advertise in area papers for hiring pools for part-time faculty. This process will be expanded to full-time faculty in the future.

• E & T Review and Allocation Process – CEAP received all of its dollars back.

• Administrator Evaluation Process – this is being looked at university wide.

• Advising – Advising is an important retention tool for our students and should be a high priority for CEAP. David told the council that it is Psychology’s practice to remind students to bring a copy of the degree audit to their advising session.

Discussion

Council Members

Program Approval Process Update *
Dale
Dale reviewed an update received from DPI. This is the most current draft of DPI thinking. The date for submitting the report on what programs have done to meet the new standards has been moved to June 2009. Be aware that some of the standards noted on this update are not yet approved. Should some DPI requirements be removed, these requirements may remain in place for CEAP accreditation since the UNC system requires institutions to be accredited by NCATE.

iMac Supervision
Lisa
Lisa provided to the council a demonstration on the future of supervision. For one of her students located in Alabama, Lisa connects through the camera feature of the iMac to conduct intern observation for online programs.

Graduate Program Assessment
Dale/Renee
In the spring, graduate students in core classes are required to subscribe to TaskStream. Renee and Lee will provide training for graduate faculty and students.

Update on Progress of Department AFE/TPR Documents
Department Heads
A new template should be released in January. In advance of that, departments should be doing its substantive work now. Specifically committees should be discussing teaching, scholarship, service and the Boyer model. Be sure that faculty has input to the process.

Update on Position Searches
Department Heads
- ELF research position posted. There are 7 applicants.
- HS fixed term position posted – will review in January.
- EMGE Science Ed position: 17 applicants. Meeting scheduled for week after Thanksgiving.
- EMGE Literacy position:- 10 applicants. Meeting scheduled this afternoon.
- Scott Minor is retiring and Shawn Acheson has been offered a position at Duke. Psychology is hopeful to hire two from the pool for clinical.
Dean’s search committee met Monday. The ad is to be approved this week. This committee is chaired by Wendy Ford.

**School Executive Standards**
Jacque distributed to the council a handout on school executive standards and provided an update. Legislation 536 states that program redesign has to be enacted by July 2009 under state law. Jacque is on the DPI Taskforce on program standards for the MSA.

**How do Jamaican Courses Fit into the New Online Eval System?**
Postponed to next meeting.

**Review of Plan for Online Evals for Model Clinical**
Jackie has sent emails requesting clinicians and faculty to complete online evals. Student evaluations are being completed by Kirsten in IR. For student evaluations there will be a general statement at the end of the evaluation that states if you had a faculty clinician in this course, please complete the following additional questions. Jackie and Jacque have built the model clinical assessment into student evaluation. This task list item has been completed.

**Teacher Education Admission & Registration**
Renee is working with the registrar's office to restrict student registration to teacher education courses. Renee reviewed this process with the council and the council supports the set up of a restriction in the system to exclude students from registering for teacher education courses who have not been formally admitted to teacher ed.
Renee also announced to the council that during the NCATE accreditation exit meeting, David Rock, NCATE chair, commended WCU as the best visit he attended in the last six years. He also mentioned that our best recruitment tool is our students. Our students were very complimentary of faculty. Students and faculty both live and breathe our programs.

**Task List Status Report – No Reports**
- Plan to Revise Undergraduate Teacher Education: Dale
- Accounting for Faculty Going to Jamaica: Department Heads
- Brochure Needs: Department Heads
- 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**
- Application for Graduation Process: Michael
- Informing TPR Candidates of Votes: Michael
- 07-08 CEAP Directory: Mary
- Theatre in Education: Dale

*Handouts*
Important Dates

November 27, 2007    2nd Yr Reappointment Candidate Files DUE to Provost Office
December 4, 2007    Tenure/Promotion Candidate Files DUE To Provost Office
December 6, 2007, 11:30 a.m. Ramsey CEAP Holiday Luncheon
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
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
February 22, 2007    1st Yr Reappointment Candidate Files DUE to Provost

Leadership Council Dates through June 2008:
November 16, 2007
December 7, 2007
January 11, 2008
January 25, 2008
February 15, 2008
February 29, 2008
March 14, 2008
March 28, 2008
April 18, 2008
May 2, 2008
May 16, 2008
June 6, 2008
June 20, 2008

The council meeting was adjourned at approximately 10:00 a.m.

Submitted by – Mary Rompf

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