College of Education and Allied Professions Leadership Council

The CEAP Leadership Council met on Friday, November 21, 2008 at 8:30 a.m. in Killian 218.


**Members absent:** B. Beaudet

**Others present:** M. Phipps for HPER, F. Hinson, D. Goss

**Minutes**

Motion and second to approve the minutes of the November 7, 2008 meeting. Motion passed.

**Guest Speakers** Dr. Fred Hinson and David Goss

"How to Proceed with a Study of Advising on WCU Campus"

Dr. Hinson and David Goss reported on a committee that is looking at our advisement model on campus. Debbie Singleton is the CEAP representative.

**Dean's Report**

Michael reported on the following items:

- UNC - GA Biennium Request for Professional Education
  - Recurring Dollars for PEP
  - Pre-college
  - New Teacher Support
  - USTEPs
  - STEM Initiative

Meeting with Provost on December 16 to Plan Process for Permanent Budget Reduction

- We will start on this immediately.

Michael stated that we are now addressing reversion for this year but will be looking at possible permanent cuts for next year. These are moves that the Dean is taking to help with reversions and to plan ahead for possible cuts. Michael also noted that this is a tough time in the semester and he urged members to take care of themselves as well as their colleagues.

**Discussion**

*Tutorial on Use of Outlook for Business Purposes*  
Lee

Lee demonstrated the functions of Outlook including the scheduling options.
Coache Survey - Tenure Track Faculty

This survey is for untenured faculty. Department heads had been asked to remind faculty to complete but were not included in the original email to faculty members to complete the survey.

Peak Performers

Michael

Michael reminded department heads to send in nominations if they wanted to nominate someone but a nomination was not required. ELF and HS have sent in nominations.

Botner Award * (dept heads)

Michael

- Department Nominations due to February 1, 2009

Procedures were attached with the nomination forms.

Flex Scheduling

Michael

Michael asked everyone to report on how flex scheduling is going. Council members reported during the meeting. Most were positive.

Service Learning Hour Reports and Syllabi

Jamel

Reports are due by December 5. Jamel also alerted Council members to Martin Luther King, Jr. activities planned for next semester.

DPI Graduate Survey Data

Renee

Renee shared trend data from the surveys that DPI sends to our graduates, their mentors, and principals regarding their assessment of how well they were prepared. There was discussion of the data. It was decided that CEAP would develop and send its own survey to so that data can be disaggregated by major.

Movement of SUTEP Funds to Model Clinical

Ruth

Ruth reported on transfer of funds so that CEAP could carry out activities better.

*Handouts

Task List Status Report

Peak Performers

Michael

OPT Nomination Process

Jackie

TaskStream and QEP

Lee

Satisfaction Survey of Current Students

Renee

Satisfaction of Faculty/Staff Survey

Renee

Information

Strategic Plan 2008-2013 Draft * (sent electronically)

Michael

Program Portfolio *

Michael

Important Dates

November 24, 2008, 2:30, UC Theatre

Strategic Planning Forum

December 2, 2008, Noon

2nd Year Dossiers Due to Provost
December 5, 2008
December 5, 2008
December 5, 2008, 11:30-1:30, Illusions
December 5, 2008, Noon
December 12, 2008 Noon
December 16, 2008, Noon
January 31, 2009
February 9, 2009, Noon
February 10, 2009, Ramsey Center
February 13, 2009, Noon
February 21, 2009
February 23, 2009, Noon
April 22, 2009, UC Grandroom

Leadership Council Dates through May 2009:
November 21, 2008
January 9, 2009
February 13, 2009
March 13, 2009
April 17, 2009

December 5, 2008
January 30, 2009
February 27, 2009
March 27, 2009
May 1, 2009

Faculty Data for PEDS Report DUE
Service Learning Hours & Syllabi E
CEAP Holiday Luncheon
Tenure/Promotion Dossiers Due to Provost
3-5 Year Dossiers Due to Dean's Office
Community College Partnership Luncheon
Teaching Fellows Recruitment Day
1st Year Dossiers Due to Dean's Office
Middle School Teachers of Tomorrow
3-5 Year Dossiers Duet to Provost's Office
Teacher Fellows Regional Screening Interviews
1st Year Dossiers Due to Provost Office
CEAP Awards Ceremony

The council meeting was adjourned at approximately 9:45 a.m.

Submitted by – Dale Carpenter.

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