The CEAP Leadership Council met on Friday, December 4, 2009 at 10:00 a.m. in Killian 218.


Members absent:  E. Franklin, J. Smith

Others present:  M. Rompf

Announcements:  A Liberal Studies Task Force is being set up by the Faculty Senate. There will be an election held for the two CEAP committee member slots. CEAP will discuss task force membership at the opening spring meeting.

Minutes  Motion and second to approve the minutes of the November 20, 2009 meeting with an adjustment to the computer refresh minutes. Motion passed.

Dean's Report  
  • Council of Deans (WCU)
    o Chancellor Travel Funds- The COD discussed and determined that the procedure for distribution of Chancellor Funds will remain the same this spring. Changes will be evaluated for future years.
    o Development- Because these funds are only audited once a year, there are concerns about amount earnings related to endowed funds and available funding for scholarships awards. The Provost will continue this discussion with Chancellor Bardo.
    o Budget- More information will be forthcoming on adjustments required should there be shortfalls in state receipts.

Theme Discussion  
  Council Members

  College-wide Use of Summer School Funds
  The Summer Session revenue share for summer 2009 has been received by the college. Each department will receive an allotment of these funds for use by the department head for travel/scholarship so that department heads do not compete with faculty for Project Value funds. The Leadership Council will hold a discussion about a college-wide use of summer session funds at its next meeting.

  Funds will be spent from summer session revenue to match funding from the Provost dollars in order to purchase 18 (28??) faculty computers. In addition to the 18 faculty computers which will be funded by a 50/50 split with the Provost office, CEAP has separately purchased 22 computers for the college.
## Business Items

**Program Evaluation Survey**

*Renée*

This item will be moved to the next Leadership Council meeting.

**Intern Supervision**

*Gwendoline/Dan*

A college-wide ad to recruit a pool of intern supervisors was presented to the council for their input. The council discussed that there may be some confusion referencing cooperating teachers (host teachers) and university supervisors (intern supervisors/evaluators). The council supports a job advertisement in the online system. Gwendoline will email the advertisement to the council for additional feedback.

**Chancellor Task Force on Teacher Supply/Demand**

*Perry/Directors*

This year’s meeting is tentatively planned for May 14th. A discussion item for the group may be “visioning our partnerships.” The directors will host this meeting.

**E & T Purchases**

*Perry*

Purchase orders have been placed. Additional purchase orders should be entered in the system prior to the holiday break.

**College Shirts-Leadership Council/TRACS Office**

*Perry*

Shirt sizes for Leadership Council and TRACS office members are needed. Please provide this information to Mary. An order will be placed for CEAP shirts which will be worn at recruitment events.

**Opening Spring Semester Meeting**

*Perry*

- College –wide meeting will be held at 9AM, Friday, January 8th. Breakfast will be available from 9:00-9:30. It was suggested that the faculty senate representative for the college provide a report.
- Leadership Council will move its meeting to a time (TBD) on Friday that is convenient for departments to hold their meetings.

**Post Tenure Review**

*Perry/Dept Heads*

- Review Schedule
- Due to Dean, February 9th

This item will be moved to the next Leadership Council meeting.

**Scholarship (Support/Decision)**

*Perry*

During the search process for a Dean at CEAP, it was identified as a top priority to increase scholarship within the college. In order to support faculty scholarship within the college, funds will be provided for reassigned time awarded to faculty members who show promise in research. An evaluative process will be put in place to review requests for fall 2010 reassigned time. This initiative will provide the time for faculty to do what they need to do. There will be an expectation of related outcome.

**Open Dialogue**

*Perry*

Council members have equal say/participation in meetings. All council members are invited to share and express their thoughts.
Communication
In order to be successful in our college, it is important for all constituencies to be aware of and talk about the initiatives going within the college. If someone has a question for clarity about current college initiatives, please encourage colleagues to feel free to speak candidly with council members and the Dean.

Project Value Funds
Departments are asked to provide a detailed list of how Project Value funds have been used including who, where, what was presented and outcomes. Include projects and grant opportunities sponsored by Project Value. A template will be provided to department heads. This information is due to the Dean prior to the break. An accounting of project value funds will be presented to the college at the spring opening meeting.

Partnerships
The college is here to serve the public schools. Supporting our partners is an integral part of our mission. CEAP is a listening partner. If someone is contacted by a school system for help and he/she is not able to provide assistance, then please encourage faculty to bring the request forward so that the college can locate appropriate available resources.

The council then discussed relationships with the partnership schools. The following suggestions were made: hold a partnership summit, form a standing colloquium, hold cooperating teacher orientation in the spring and update student intern handbook. Gwen will call the Field Experiences committee together and other constituents to explore and improve our partnership relationships. The committee will bring a recommendation to the council by the end of February. Additionally, doctoral students who are conducting research, with Dr. Karvonen, on field experiences will be asked to present their findings to the council.

Task List Status Report
Faculty Load Re: Visiting Intern Is and IIs
Annual Assignment Tracking Mechanism

- Due end of semester

For Information - Please review these handouts.

2009-2010 Projected Tuition Cost

*Handouts-sent electronically

Important Dates

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<tr>
<th>Date</th>
<th>Event Description</th>
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<tr>
<td>December 7, 2009</td>
<td>Tenure/Promotion Files due to Provost</td>
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<tr>
<td>December 14, 2009</td>
<td>3-5 Yr Reappointment Files due to Dean</td>
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<tr>
<td>February 4, 2010</td>
<td>3-5 Yr Reappointment Files due to Provost</td>
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<tr>
<td>February 6, 2010</td>
<td>Teaching Fellows Recruitment Day</td>
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<td>February 9, 2010</td>
<td>Middle School Teachers of Tomorrow</td>
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<td>February 9, 2010</td>
<td>Post Tenure Rev AA12 due to Provost</td>
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<tr>
<td>February 23, 2010</td>
<td>1st Yr Reappointment Files due to Dean</td>
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<td>February 24, 2010</td>
<td>Post Tenure Rev AA12 due to Provost</td>
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<td>March 25, 2010, TBA</td>
<td>Carolann Tomlinson Partnership Event</td>
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March 26, 2010, TBA
April 9, 2010, KL 104
April 21, 2010, UC Grandroom

Carolann Tomlinson Student Presentation
Dean’s Appreciation Luncheon
CEAP Honors and Awards Ceremony

09-10 Leadership Council Dates:
December 4, 2009
December 18, 2009
January 8, 2010
January 22, 2010
February 5, 2010
February 19, 2010
March 12, 2010
March 26, 2010
April 9, 2010
April 23, 2010
May 7, 2010
May 21, 2010
June 11, 2010

The council meeting was adjourned at approximately 12:20 p.m.

Submitted by – Mary Rompf

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