College of Education and Allied Professions Leadership Council

The CEAP Leadership Council met on Friday, December 7, 2007 at 8:30 a.m. in Killian 218.


**Members absent:** L. Nickles

**Others present:** M. Rompf

**Announcements**

Bob B. announced that the fitness center will be leaving Reid gym. When this occurs, this space will be designated to CEAP.

Jamel reminded the council that faculty should review course materials and report curriculum diversity needs to Jamel.

Bob H. reported that the WCU Robotics team came home with second place trophy at the state level Lego robotics competition held in Greensboro.

Kimmel School had a break-in over the weekend and computers were stolen. Michael reminded council members to ensure computers are locked down, laptops are locked up and thumb drives are protected. Additionally, desk top computers should be shut down at night.

**Minutes**

Motion and second to approve the minutes of the November 16, 2007 meeting. Motion passed.

**Dean’s Report**

Michael reported the following:

- Thank you for a wonderful semester and the excellent communication in our college.
- The NCATE/DPI could not have gone better! Thanks again to all for their fine efforts.
- As this year’s recipient of the Christa McAuliffe award, the university is hosting a celebration dinner for the college at the Grove Park Inn on January 18th at 7:00 PM. All full time faculty and staff, members of the PEC, teacher education program coordinators, partnership school superintendents, members of the SUTEP standing committees and students from CEAP standing committees will be invited. Howard Lee will be in attendance.
- Council of Deans workday – Michael stated the council is working on:
  - Summer session programs
  - Evaluation of dean, department heads and administrators
  - New process for moving a course from residence to distance learning
  - Faculty load
  - New part time faculty rates in place for Spring
  - Evaluation of salary calculation for deans and department heads
If someone announces retirement, come to Michael promptly to determine next steps.

- TPR notes - When department committees meet, notes are to be collected and kept in a secure place by the department head.
- Digital Measures.
- Share Point is being adopted as the briefcase for the QEP. We will need to evaluate in the future how this will affect use of TaskStream.

Action Item: Bob H. and Lee will oversee this as a task list item.

- Grant proposals must go through the Research and Graduate Studies.

Discussion

Project and Process Due Dates for Colleges

Council Members

Michael

Please review the date calendar and provide this to department assistants.

Teacher Recruitment Plan (TRP Actions 11, 12, 16, 18, 19) Kim/Michael

Kim reviewed plan updates with the council and noted the following:

- If you have been awarded funding from the plan for brochures, please complete your request and design by February 1st.
- Using students to recruit students, software called “wiki” is being considered to be used for students to share comments/thoughts with potential students. This has a monitoring feature. Kim asked the council to review page 23 and brainstorm with departments. Michael requested Kim and Bob do some external scanning.
- On page 30 of the plan, we will look to use alumni for recruitment. Kim asked departments to discuss with faculty ideas on how alumni could be best used to assist with recruitment. Jacque remarked that MSA students across the state could become active recruiters for teacher recruitment.
- Offering required courses and scheduling to meet our teacher production targets is a very real need. A pool of teachers needs to be developed so that courses may be offered at times appropriate for students. Delivery of curriculum to the consumer is of critical importance. Dale indicated that there are current good conversations being held about increasing course offerings in science education.
- Double majors in disciplines and teacher education. Trial programs with the college of Arts and Sciences will be developed. Dale is overseeing this. The math program is working on this, specifically technical issues.

Michael thanked Kim and her staff for their continued efforts in monitoring the plan's implementation.

Undergraduate Teacher Education Revision

Dale

Dale reviewed a two-page handout with the council which outlines the process and a timeline for program revision. Dale asked the council for a motion to approve the document which has been distributed to the PEC and to the council. A motion and a second to approve the process for program revision were made. After a brief discussion of the process, an amendment was made to the document. With this addition, the council voted unanimously to approve the document.
Advisement Day (Spring 2008 – April 1, Tuesday)  Dale
Dale asked the council for feedback about how advising day worked for the departments this fall. The feedback was generally positive and the council supports keeping an advisement day each semester.

Use of Internet by University Students & P-12 Students  Dale
There have been some concerns of interns putting images of children on the internet without the permission of parents. Dale asked the question: how do we inform our students of this process? Jacque suggested that in EDCI 231, we inform students and have them sign a form explaining this policy. The council discussed the need for awareness to this.

**Action Item:** Michael asked Bob H. to head up the development of a media policy. This will be a new task list item.

Communicating the New Curriculum Change Process  Lee
Postponed.

TaskStream and Privacy Issues  Renee
There is an issue in TaskStream whereas host teachers can review the evaluations done by interns. Renee suggested all evaluations be sent to her for confidentiality. She will review this with Lee.

Scholarship Applicant Summaries  Jackie
Jackie distributed a report to the council listing those who have applied for scholarships. Jackie will email the scholarship process model to the departments in January.

Meeting With Research Administration (*DH)  Jacque
Mary will invite research administration to speak to the leadership council at the beginning of the spring semester.

Botner Award for Superior Teaching (*DH)  Michael
Please review guidelines. Departments should begin internal selections process.

**Action Item:** Name of department nominee is due to Mary by 2/1/08.

Service-Learning Faculty Fellow for CEAP (*DH)  Michael
Mickey Randolph has done this for the last two years. A replacement is needed for the 08-09 academic year.

**Action Item:** Department heads are to submit faculty name to Mary by 2/1/08.

SGA Resolution on Advising (*DH)  Michael
The council of deans will be reviewing this next year. Department heads should review this information, share with faculty and provide feedback.

APR 16 and 17 (*DH)  Michael
Academic procedures and regulations 16 and 17 include salary, titles and faculty load information.
Eight Semester Plan Template (*DH)  
Michael  
The plan will no longer be in the catalogue. Newt will put these in the eight semester plan in the program pages. Programs are to review the current 8-semester plan for accuracy, update to the form and send to Newt.  
**Action Item:** Mary will send the template electronically to department heads. Completed templates are to be emailed to Smith, copying Lee and Mary by 2/1/08. Review the current 8-semester plan for accuracy and then update the form and send to Newt.

Chancellor’s Distinguished Teaching Award (*DH)  
Michael  
Lisa will lead the department heads in nominating a CEAP student to serve on the Chancellor’s Distinguished Teaching Award committee.  
**Action Item:** Nomination will be submitted to the Dean by Tuesday, 12/11/08.

**Task List Status Report**

**ADD:**  
1. TaskStream and QEP  
   Bob H./Lee  
2. Acceptable Use Policy for Media on the Web  
   Bob H.  
   Dale  
   Department Heads  
   Department Heads  
   Dept Heads/Janice  
   Plan to Revise Undergraduate Teacher Education  
   Accounting for Faculty Going to Jamaica  
   Brochure Needs  
   Recommendation for Graduate Courses for  
   Non-degree Students  
   Timing of the Due Dates of Annual Reports  
   Universal Student Assessment Instruction  
   Data Reporting - Type and Frequency  
   Renee  
   David M.  
   Renee

**For Information – Please Review these Handouts.**

Delaware Study/Faculty Information Due 12/12/07  
Michael  
UNC Deans’ Council on Teacher Ed Summary  
Michael  
COD Report on Faculty Reporting Software:  
Digital Measures  
Michael  
A Brief Guide to Writing for Professional Publication  
Michael  
Distance Education Impact Assessment  
Michael  
Large Course Redesign/Class Size Limits  
Michael  
Updated Move Management Schedule  
Michael  
Curriculum Specific Software Request  
Michael

*Handouts*

**Important Dates**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>December 12, 2007</td>
<td>Delaware Study Faculty Info DUE to Kay Turpin, Office of Inst. Res.</td>
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<tr>
<td>January 11, 2008, 1:30 PM, KL 104</td>
<td>CEAP Spring Semester Opening Mtg</td>
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<tr>
<td>January 12, 2008, 9:30 - 2:30</td>
<td>NC TEACH Spring Orientation</td>
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<tr>
<td>February 1, 2008</td>
<td>Departments Submit Nomination for Botner Award to College</td>
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Leadership Council Dates through June 2008:
December 7, 2007
January 11, 2008
February 1, 2008 (1/25 mtg. rescheduled)
February 15, 2008
February 29, 2008
March 14, 2008
April 4, 2008 (3/28 mtg. rescheduled)
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.