The CEAP Leadership Council met on Friday, October 13, 2006 at 8:30 a.m. in Killian 218.

**Members present:** D. Carpenter, D. Claxton, R. Corbin, M. Dougherty, K. Elliott, J. Holt, J. Jacobs, D. McCord, R. McCreary, J. Smith

**Members absent:** L. Bloom, E. Franklin, B. Houghton, K. Hunt

**Others present:** B. Bell, M. Matoush, D. Westling, M. Rompf

**Announcements**

Dale reported that this semester the teacher education interview process went very well due to the participation of faculty and the support system provided by Renee Corbin, Charles Elliott, Barb Schade, and Amelia Schlott. 160 interviews were conducted. Please thank all those involved.

Janice announced that the College of Education and Allied Professions is participating in one of seven national grants, NC Teach II. This transition to teaching grant for 2.7 million dollars over a five year period will provide laptops and stipends for teachers.

Kim reported that the Teachers of Tomorrow Day program hosted a record 196 high school students this year. Ken Prohn, Jackie Smith and four educators from the public schools made presentations to the students. Each student attending the program received a Western backpack and was taken on a campus tour by the WCU teaching fellows. Michael thanked Kim for the great job that her team did on this program.

Ruth announced that George “Lee” Nickles will join CEAP as the Assistant to the Dean for Technology and Curriculum. The search committee was very impressed with Lee’s abilities and look forward to his contributions to CEAP. Michael thanked Ruth and the search committee members for their good work.

**Minutes**

Motion and second to approve the minutes of the 9/29/06 meeting. Motion passed.

**Dean’s Report**

Michael reported the following:

- Thank you to Beth Coulter and the Adventure of American Mind program for their willingness to relocate to the CEAP auxiliary office space in the Belk building. Lee Nickles and the new pre-college program will be located in Killian 110.
- Council members must make attendance at Leadership Council meetings a top priority. We have a busy agenda and need everyone’s participation.
- Paperwork for new positions needs to be submitted as soon as possible.
The Chancellor’s Task Force on Teacher Supply and Demand will meet today. Superintendents from our region have been invited to provide their insight. Engagement with superintendents is one of the twelve actions recommended in the “Response to President Erskine B. Bowles From the UNC Deans’ Council on Teacher Education.”

In Chapel Hill this week Michael attended the first of three retreats on teacher recruitment and retention coordinated through UNC with the Noel Levitz consultant firm. This effort is focusing collaboratively with admissions to develop a boiler template for recruitment systems.

The Council of Deans at Western is looking at faculty work load, specifically with regards to reframing workload in terms of teaching, service and research. Please let faculty know that they will have a part in this developmental process. Department heads should provide leadership to assist faculty in understanding the process as we evaluate what we are doing and where we are going.

Please review the power point presentation from the TECSCU conference as this is representative of the information that is being communicated to Washington legislators about teacher education. The support system for new teachers needs to be put on par with that of other professions.

Discussion

Criminal Background Checks for Interns & Other Students Doing Work in Schools

In response to a question from one of our partner school systems, the council discussed requiring background checks on all students who participate in an internship or practicum. Currently, students are required to provide a self-report for admission to the university and a self-report for admission to teacher education. Beginning last year, all teacher education students who are student teaching or in an internship are required to be fingerprinted. The partner school then has the opportunity to request a report on the student. After a lengthy discussion the council concluded that all students should be required to have a background check if they are in the school system on a “regular basis” in a course requirement such as student teaching, internship I or II, or practicum. The council agreed that the following items would be added for discussion at a future leadership council meeting:

- Developing a mechanism for tracking our students other than teacher education students who are working in schools.
- Should background checks be conducted earlier than what we perceive as a “regular basis”? What is the definition of regular basis?
- Students for whom you have concerns, what do you do?

Diversity

Michael informed the council that CEAP will be recruiting a fixed term visiting instructor position for BKEMGE that will specialize in diversity. This individual will teach half time and also assist in coordinating diversity initiatives within the college.

When asked what the council envisions as responsibilities for this position, the following recommendations were made:

- Develop strategies for recruitment of students and faculty to Western
- Make presentations in the region’s public schools
- Provided multicultural opportunities at the college level for our students
• Connect with faculty and students using case studies
• Make individual contact with faculty and community public educators
• Work closely with both field experience and seminar classes
• Facilitate discussions on diversity issues
• Chair the diversity committee.

Michael then asked the council the question how are we doing in diversity? What kind of experiences are we providing our students? The council then entered a discussion on the feasibility of conducting a study for attitudinal assessment. This would assess a student’s openness to new experiences. A baseline questionnaire could be given to the student at entry and then at exit related to openness to diversity. Dale stated that the college would be open to a recommendation on a valid, reliable survey and on how to administer.

Scholarly Activity Support* Michael
Tenured or tenure track faculty w/job description expectations

Michael reminded the council that the Chancellor just announced the availability of travel funds. The college also has funds available however if a faculty member makes a request to CEAP, a request should also be submitted to the Chancellor. Michael would like to see more faculty making presentations at national conferences. The form to request support from CEAP was distributed to the council.

07-08 Graduate Assistant College Allocations and Michael
Out of Program GA Assignments*

Michael requested that department heads review the Graduate Assistantship Allocation Plan 2007-2008 received from Scott Higgins. Some inconsistencies were noted by the council. Michael requested written feedback from department heads by 5:00 pm on Monday, October 16th so that he could provide this information to Scott.

Copier Usage* Michael
Discussion postponed to next council meeting.

External Grant Requirement for Faculty Search Ads* David C.
Michael reminded the council that the email with suggested language is only a recommendation as to what might be appropriate to use in a search ad.

Credits for Experiential Learning David C.
Discussion postponed to next council meeting.

Department TPR Meetings David C.
The council discussed the following as reminders prior to beginning departmental TPR meetings:

• Confidentiality
• Committee members should do homework and make a decision – abstaining should only be an option if there is a conflict of interest
• Stick to the TPR document
• Assessment based on teaching, research and service
• Act as evaluators, be objective
• Feedback to candidate is an unelaborated response

Undergraduate Assessment System Renee
Renee requested feedback from the council on the assessment system document that she distributed at the last council meeting. The assessment committee has already endorsed this document. The council made a motion which was seconded to approve this document. The document was approved with the understanding that future discussions may impact the assessment system.
Dale distributed handouts to the council detailing information that needs to be included in future IHE reports as prescribed by the SEC. A copy of the SEC Assessment was also distributed.

**Important Dates**

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<tr>
<th>Date</th>
<th>Event Description</th>
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<tr>
<td>October 13, 2006</td>
<td>Chancellor’s Task Force on Teacher Supply and Demand</td>
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<td>October 17, 2006</td>
<td>Guidance Counselor’s Day for Student College Access</td>
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<td>October 23, 2006</td>
<td>Quality Enhancement Plan (QEP) Mtg, UC Theatre</td>
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<td>November 2, 2006</td>
<td>Kappa Delta Pi Initiation</td>
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<td>November 3-4, 2006</td>
<td>Passages Retreat (High Hampton Inn)</td>
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<td><strong>November 8, 2006</strong></td>
<td><strong>Psychology Colloquium</strong></td>
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<td>November 14, 2006</td>
<td>Issues in Rural Education Conference</td>
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<td>November 16, 2006</td>
<td>Diana Beasley, NC Teacher of the Year Guest Speaker, UC Theatre</td>
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<td>December 1, 2006</td>
<td>Scholarship Deadline</td>
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<td><strong>December 1, 2006</strong></td>
<td><strong>Scholarly Productivity Luncheon</strong></td>
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The council meeting was adjourned at approximately 10:45 a.m.

Submitted by – Mary Rompf

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