College of Education and Allied Professions Leadership Council

The CEAP Leadership Council met on Friday, July 14, 2006 at 8:30 a.m. in Killian 218.


Members absent: D. Carpenter, J. Jacobs, J. Smith

Others present: N. Smith, S. Higgins, R. Caruso, A. Schlott, M. Rompf

Announcements

Michael welcomed Janice Holt to the Leadership Council. Effective July 1, Janice became a twelve month employee with the college.

Minutes

Motion and second to approve the minutes of the 05/26/06 meeting. Motion passed.

Guest Speakers

Newton Smith, Associate Professor of English, spoke to the council about the university web redesign project and provided a rollout timeline. The principal focus of the website is to use the wcu.edu for external visitors and mycat to service our internal audience (students, administration, faculty, and staff), and to have a visible and intuitive design that is clean and integrated. Specifically, the goal of the redesign is to provide a user-friendly website to our external audience. Newt asked the council to think in terms of someone who is not a student and to use the college and department web pages to “tell a story.” The new website has a content management system (CMS) that will electronically complete changes throughout the site. Content for major pages will be ready by the end of July for usability testing followed by HTML development in August and CMS customization in September. Toolkits will be sent to units in the fall to assist in preparing department/program web pages. The new site will be launched in October with ongoing post launch as of November 1st.

Scott Higgins, Interim Dean Research and Graduate Studies, provided handouts and outlined the upcoming changes to procedures for thesis and dissertations. All handouts that were distributed will be available on line at the graduate studies website. Scott told the council that proposals should be easy to understand and no longer than 5 pages. Proposals are due 4 weeks prior to the end of the semester instead of three and the proposal must be approved by graduate school prior to registration. Copies will be made at the expense of the student. Karen Nicholson and Sue Grider are the contacts in the Graduate School office.

Robert Caruso, Vice Chancellor for Student Affairs, spoke to the council about the Service Learning Faculty Fellowship. Each college has an allocation for a one course release to spear head service learning for their college. The goal is to connect service learning to the classroom. Last year this fellowship was held by Ray Trevino who did a
good job for CEAP. Approximately 20 courses have service learning components and students have done conference presentation on service learning. Robert mentioned that through Americorp students can log in projects and earn a $1000 stipend. To fill the CEAP service learning vacancy, Michael asked Bob B. to chair a meeting of the department heads to develop a list of names of potential faculty, contact the potential faculty members and then submit a name to the Dean by August 15, 2006.

*Amelia Schlott, Dean’s Office,* provided the council with an update on the status of classroom assignments for Fall using Resource 25. Amelia told the council that each time a run occurs the new run supersedes the prior run. Any changes must be completed in Banner before the next run which will be 5pm on Wednesday. By using the sort room report you can find out what classes have been assigned to a particular room. Currently there are 73 classes on T/R that are “looking for” demonstration classrooms. We only have 10 demonstration rooms so some classes will be placed outside the building. Please review the last run for reasonable status. Remember that if you do not ask for any attributes, you could be assigned anywhere in your partition.

**Dean’s Report**

Michael reported that the new building for CEAP was not in this year’s budget. The building will be requested again next year. He also asked the council to read and distribute to anyone related to teacher education the Dean’s Response to President Bowles. Michael mentioned that he will be going to Chapel Hill to discuss a plan for teacher education recruitment system wide.

**Information**

*WCU Strategic Plan 2006-2011*  
Michael asked for this information to be discussed by departments with faculty.

*Disability Services Syllabus Statement*  
Michael  
Although this is not a requirement, it is wise to include a statement addressing students with disability in your course syllabi. Michael asked that department heads add this topic on the first department meeting agenda for the fall semester.

*400/500 Level Courses Need Separate Syllabi-Fall ’06*  
Michael  
Michael reminded the council that if you have a 400/500 course, you must have a separate syllabus even if they meet in the same room.

*SACS Standards Update*  
Michael  
A handout was distributed to department heads on all SACS standards. Michael told the council that all programs must assess their programs. Meeting university deadlines for assessment reports is a TOP PRIORITY of our college.

*Recruitment Support 2006-2007*  
Michael  
Per the email received from Gibbs Knotts, there are funds available for recruitment. Michael asked the departments to take advantage of this opportunity and submit their plan and request.

*AACTE Service Learning Briefs*  
Michael  
A handout was given to the council for their review.
Important Dates

**Council Requested Additions:**
- **September 25, 2006**  
  SUTEP Annual Meeting
- **August 15-16, 2006**  
  Beginning Teacher Symposium (UC)
- **November 3-4, 2006**  
  Passages Retreat – High Hampton Inn

July 5 – August 2, 2006  
July 24-28, 2006  
July 31-August 4, 2006  
August 4, 2006  
**August 17, 2006, 8:30 AM**  
NC Teach Summer Institute  
**August 17, 2006, 1:00 PM**  
Elementary Science Institute  
**August 17, 2006, 3:30 PM**  
Elementary Science Institute  
**August 18, 2006, 11:30 AM**  
Summer Commencement  
**September 14, 2006, 1:00 PM.**  
Chancellor’s Opening Address (FPAC)  
**September 15, 2006, 12:00-3:00 PM**  
CEAP Faculty Meeting (KL 104)  
**September 27, 2006, 12:00-3:00 PM**  
CEAP New Faculty w/Dean (KL 218)  
**September 29, 2006**  
Coulter Faculty Center Lunch (Ramsey)  
**October 10, 1006**  
CEAP Forum - College Name (KL 104)  
**October 17, 2006**  
Dept Head Lunch & Planning Session  
**November 14, 2006**  
Director Lunch & Planning Session  
**Fall 2006**  
Break by the Lake, Lake Junaluska  
**October 10, 1006**  
Teachers of Tomorrow Day, UC  
**October 17, 2006**  
Guidance Counselor’s Day for Student  
**November 14, 2006**  
College Access  
**Fall 2006**  
Issues in Rural Education Conference  
**Fall 2006**  
Scholarly Activity Conference

**Leadership Council Dates 2006-2007:**

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

Submitted by – Mary Rompf

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