Minutes of the Policy Committee  
College of Education and Allied Professions  

Thursday, August 15, 2002 1:00pm  
Killian 218

Present: Dougherty, Garrett, Goodwin, McCreary, Freeman, Burton, Claxton, Tyson, Allan, Carpenter, Mims, Chapman (Recording Secretary)

Guests: Ben Coulter, Beth Rodgers

Dr. Dougherty welcomed the group and requested that each new person introduce himself or herself.

1. Instructional Technology Update - Dr. Beth Rodger & Ben Coulter  
Dr. Rodgers presented the new look for the College of Education and Allied Professions web pages. A brief explanation of the current levels was presented and Dr. Rodgers solicited assistance in ensuring that photography will remain current. Dr. Rodgers stressed that all photographs of minors must have on file (Dean’s office) a signed release from the parents. Dr. James Goodwin suggested that we might want to incorporate photographs from the WCU on Tour displays, which were recently updated. Dr. Greta Freeman is working with Dr. Dale Carpenter to develop a web page for the Office of Field Experience and Licensure. As there is no current director for the Model Clinical program, Dr. Dougherty requested that Dr. Freeman and Dr. Ruth McCreary continue to maintain that area. Dr. Dougherty charged the College of Education and Allied Professions’ Technology and Education Committee to conduct an annual review to ensure that needed changes are incorporated to keep the College’s web pages current.

2. Diversity Dialogue Series - This year’s schedule will be disseminated in a timelier manner. The series was very successful last year. Barbara Parris was charged with organizing this year’s dialogues and in furnishing the college with a timetable.

3. SAT DATA - The data indicates that Western Carolina University’s undergraduates in the teacher education program score favorably.

4. Killian Renovation - Dr. Dougherty presented the timeline for the renovation and safety code work that will be taking place throughout Killian. He urged that patience be the order of the day until this work is completed.

5. CEAP Committee Memberships – Dr. Carpenter clarified the process and set a due date of August 23 for submission from Department heads.

6. Comprehensive Dates - The dates of November 2, April 5 were accepted. The July 5 date was changed to June 28 based on a suggestion from Carol Burton.

<table>
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<tr>
<th>Semester</th>
<th>Date</th>
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<tr>
<td>Fall Semester 2002</td>
<td>November 2, 2002</td>
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<tr>
<td>Spring Semester 2003</td>
<td>April 5, 2003</td>
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<td>Summer School 2003</td>
<td>June 28, 2003</td>
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7. **Administrative Memorandum No. 338** - Dr. Dougherty informed all department heads of the need to go over this document during the academic year with non-tenured faculty.

8. **Calendar of Events for 2002-2003 Academic Year** - Dr. Carpenter clarified the time for the advising for transfer students on August 18. The actual time is 10:30 until 2:30. Dr. Dougherty strongly urged that advisors check the availability of a class on WIN prior to recommending the class.

9. **NCATE/DPI** - Dr. Dougherty assured the members that we would be well prepared. Dr. Dougherty urged the department heads to step solidly into their leadership roles to assist with the visit. Our faculty and staff must be prepared to respond to the following questions:

   a. What makes Western Carolina University unique in preparing teachers?

   b. How do we know what we do is effective, i.e. we are doing great things, but we must be able to communicate how we know that we do them well?

Additionally we will be hosting a series of lunch meetings in preparation for this visit.

   - August 30 Conceptual Framework
   - September 13 Candidate Quality and Assessment
   - September 20 Diversity
   - October 18 Professional Studies
   - October 25 Field Experiences

Dr. Carpenter reiterated the dates for the NCATE visit, November 16-20.

The meeting adjourned at 2:07 a.m.

Respectfully submitted,
Barbara Chapman
Recording Secretary

Chancellor Bardo
Vice Chancellor Collings