College of Education and Allied Professions Leadership Council

The CEAP Leadership Council met on Friday, December 15, 2006 at 8:30 a.m. in Killian 218.


Members absent: D. Carpenter

Others present: M. Rompf

Minutes
Motion and second to approve the minutes of the 12/1/06 meeting. Motion passed.

Dean’s Report
Michael reported the following:
• Course scheduling: remember for spring and on-going that courses need to be spread out throughout the day and over the week to ensure that students have availability to the courses they need and that faculty have the space to teach them. Courses can not be overloaded between the 9-12 hours. The university is promoting that students can graduate in four years. We need to be communicating amongst each other to ensure this.

Information from Last UNC Deans’ Council on Teacher Education Meeting:
• An update was provided to the UNC Deans regarding online marketing. In April promotional marketing will occur to provide national exposure for the University of North Carolina online course offerings.
• New teacher induction was discussed for development of a system wide view. Universities are encouraged to support their graduates. There is legislation pending to provide continuing support for our interns and graduating teachers when they are in the field.
• Noel Levitz core group is putting together a system-wide model teacher recruitment template for the universities. Once the template has been developed, individual campuses will then work on the development of a recruitment plan with Arts & Sciences. Provosts at the universities will be involved in this project. Michael serves on the core committee.
• We must be a nimble organization.
• Major articulation agreements are being drafted with the community colleges. David Strahan will represent Western in this initiative.
• Four additional universities will be involved in the Teaching Fellows program next year. Annual enrollment will be limited to 45 new teaching fellows each university per year.
• More funding is available for teacher scholarships. Thanks to Jackie Smith for her persistence and support of Western students.
• MSA program will be under review.
• Janice Davis is retiring. There will be a new leader at DPI.
• Restructuring of the Center for School Leadership was reviewed. A diagram showing what the Center looks like now and the anticipated look for post 7-
1-07 was displayed which showed the goals of the Center. Future emphasis will be placed on the attainment of goals versus the individual programs. Collaboration will be important.

- Mike Williams told the council that there are 13 applications for the NC QUEST program; there are five available. Results will be late this year.

**Discussion**

**KL 112/Psychology Space Renovation Plan**

David restated the needs of Psychology regarding the proposed renovation plan and need for laboratory/clinical space. The current situation is negatively affecting faculty retention and the ability to attract graduate students. The council provided input to the renovation and determined that KL 112 will be split into two classrooms. With regards to converting 338 and 339 into clinical laboratory space, a motion was made, seconded and passed by the council to recommend that these rooms be converted if funding is available. David will submit a written proposal to Michael which Michael will review and forward to the Provost.

**Grad Assistantships**

Please review the handouts from the graduate school. Assistantship requests are due to the graduate school by January 15th. It is important to consult program directors prior to making department requests.

**First Year Tenure Track Process Timeline**

The council discussed that the current timeline is problematic based on the holiday schedule. It was agreed that first year faculty files will be due to the Dean’s office on January 15th (an extension from the January 8th date). The college-wide committee will conduct its meeting on the 18th. Michael asked the department heads to draft a memo of concern regarding the timeline and to cite a recommendation to him that he would bring to the Deans’ council for discussion.

**How to Conduct a 10% Inventory**

- **Presentation of HHP Monthly Procedure**
  
  In HHP, each month Steve McClure inventories seven items on the equipment list and turns it in to David for his review. David then signs

- **Establish Due Date/ 15th of every month effective January 2007**

- **Electronic Submission**

  Lee has put a 10% inventory format on the CEAP website for the units to use to submit a 10% inventory which should be sent to Lee electronically by the 15th of the month.

- **Consequences of Not Following Procedures**

  We must do a better job accounting for inventory. Michael reviewed the Fixed Asset Inventory Policies and Procedures. State property in a state office must be locked down. Please secure the equipment and purchase lock down equipment at the time equipment is purchased.

**TaskStream for Masters Portfolios**

The council discussed that this would be a good usage for TaskStream. Ken also reported that TaskStream is being welcomed by cooperating teachers.

**Intern Placements/SMART Boards**

Bob suggested to the council that we establish a goal/guideline to place interns in classrooms with SMART board or interactive technology over an extended period of time. The council discussed the issue. Michael stated that interns should be placed with
the best teachers possible as the main criteria. Ken recommended that a survey question be added for interns to respond to the technology opportunities that they have in their internship.

*WCU Alumni Survey*  
Renee thanked the council for the great efforts and teamwork on the cooperating teacher orientation and recognized Lee’s efforts with TaskStream. Renee handed out to the council a proposal for an alumni survey development that will be program specific. Renee asked that departments go back to the programs to develop program specific questions. She will provide these questions to the alumni survey committee.

*WCU Web Page Transition*  
• Prioritize College Programs for Transition to  
  WCU’s New Web Content Management System  
Departments are required to submit a listing in priority order of programs to be added to the new university web site system. Prior to the January 5th Leadership Council meeting, department heads will submit to Lee a priority list of programs for addition. At the next meeting, the council will take the department lists and create a priority list for the college at large.

**Task List Status Report**

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<td>Renee</td>
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<td>Fixed Asset Inventory</td>
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<td>Tracking Department Research Interests</td>
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<td>Increasing Number of Graduates Applying for Licensure</td>
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**Information**

*The Summer Enrichment Activity*  
Kim/Elaine  
An update of applicants has been sent to departments. The handout distributed at the council is a summary of the PEC and FTNC scholarships. Prospective teaching scholarship applications are online. There are now 90 more scholarships available. Due to a firewall issue, our student’s will be able to complete a hard copy application.

*Handouts*

**Standing Updates**

*Department Heads – Teacher Education Enrollment Growth Targets*  
Dr. Bob Houghton - Birth Kindergarten Elementary Middle Grades Education  
Dr. Jacque Jacobs – Educational Leadership and Foundations  
Dr. David Claxton - Health and Human Performance  
Bob Beaudet will take over as program director for physical education. Our candidate for BKEMGE department head will be coming to campus next week for a brief visit.  
Dr. Lisa Bloom - Human Services  
Dr. David McCord – Psychology  
Dr. Dale Carpenter - NCATE/DPI  
Ms. Renee Corbin – Assessment  
Mr. Ken Hunt - Field Experiences
Important Dates

The council meeting was adjourned at approximately 10:30 a.m.

Submitted by – Mary Rompf

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