The CEAP Leadership Council met on Friday, February 16, 2007 at 8:30 a.m. in Killian 218.

**Members present:** L. Bloom, D. Carpenter, D. Claxton, R. Corbin, J. Holt, B. Houghton, K. Hunt, J. Jacobs, D. McCord, R. McCreary, L. Nickles, J. Smith

**Members absent:** M. Dougherty, K. Elliott, E. Franklin

**Others present:** M. Rompf

**Announcements**

The meeting began promptly at 8:30. Michael is attending a conference in Asheville this morning.

**Minutes**

Motion and second to approve the minutes of the 2/9/2007 meeting. Motion passed.

**Guest Speaker**

Donna James, *State Director for NC Southern Association on Colleges and Schools - Council on Accreditation and School Improvement*

Donna provided an overview of SACS to the council and discussed the latest avenue of continuous improvement and structural changes in the accreditation process. AdvancEd is an emerging partnership of the NCA CASI, SACS CASI and the NSSE. Reference materials about AdvancEd were distributed to each council member. Donna asked council members to discuss/inform administrators about the program when visiting the public schools. She explained that the collaboration of AdvancEd allows a larger voice in public policy.

Marty Ramsey, *Director of Alumni Affairs*

Marty distributed to the council a geographic map of where Western alums are located by county and by state. Currently alums have regional clubs that they belong to; however, an interest in professional alum associations is developing. Marty suggested that the college may be interested in forming professional associations with professional educator alums. Council members discussed that we should educate our students before they leave as to what it means to be an alum and use professional conferences as a mechanism for alums to meet. Please contact Cindy Magill or Marty Ramsey to discuss an interest in establishing an alum group or serving in an advisory capacity.

**Discussion**

**Proposed Development Advising Group**

A list of potential faculty members suggested, who would act as an advisory to David Claxton, was reviewed by the council. The council made a motion to endorse this list pending individual discussion and acceptance of the proposed group.

**Assessment Instrument of Diversity**
Lisa distributed a possible diversity assessment instrument to the council. The council reviewed the instrument and discussed methods currently in place to assess diversity and where, if adopted, this instrument would be added as a requirement. Renee suggested that if we choose to use this instrument, it would be beneficial to post this in TaskStream. Bob asked how data we collect is protected. Jacque discussed the faculty perception may be that the autobiography is an instrument to address diversity. Lisa will take the instrument to the diversity committee for discussion.

**Task List Status Report**

*Chancellor’s Outstanding Teacher Award*  
Jacque  
Finalists selected are those who have a nomination match with students and faculty. Faculty members may choose not to be a finalist. Jacque asked the council for feedback regarding the process. There may be failures in attempting to get nominees. The council discussed that My Cat may be a way to increase the nominee pool.

*Fixed Asset Inventory*  
Lee  
10% inventory due on the 15th each month. Lee attended a recent university meeting on fixed assets. He reported that there is awareness that the current fixed asset system needs improvement.

*Tracking Department Research Interests*  
Lee  
No report.

*Common Assignments*  
Department Heads  
All undergraduate common assignments are now posted on TaskStream.

*Increasing Number of Graduates Applying for Licensure*  
Dale  
Barb Schade is sending emails to all graduate students who may be eligible for licensure reminding them to apply.

*Development Priorities*  
Michael  
No report.

**Information**

*Checklist for TPR Process*  
Dale  
- Please send a list of tenure-track faculty in your department who are not yet tenured to Mary by Friday, February 23, 2007.

The checklist will be a discussion item at a future Leadership Council meeting.

*CEAP Directory*  
Dale  
- Please review the directory for accurate unit information. Notify Mary by Friday, February 23 of changes. This information will be used to update the posted Killian Building Directory.

*Spring Event List*  
Dale  
- Please review for additional requests and provide to Mary by the end of the day today.

*Peak Performer Nominations DUE March 1, 2007*  
Dale  
- An electronic nomination form was sent out with the agenda. Please submit your nominees to Mary by March 1st.

*Handouts*
Standing Updates

Dr. Bob Houghton - Birth Kindergarten Elementary Middle Grades Education
The department has recommended the B-K program be moved to Human Services.

Dr. Jacque Jacobs – Educational Leadership and Foundations
Jacque reported that the department has recommended to the dean "SHELF" as the new department name. Position searches are in process and the department hopes to bring candidates in to interview soon. There are several issues with WebCAT and Jacque will be conducting a survey of students to assess student impact. Once collected, she will share this data with the council.

Dr. Lisa Bloom - Human Services
Human Services is currently recruiting an administrative assistant.

Ms. Renee Corbin – Assessment
An email with assessment data was recently sent to the departments. Additional information will be forthcoming.

Mr. Ken Hunt - Field Experiences
Ken will be visiting Clay and Jackson counties. If anyone would like to accompany Ken or has information that they would like to be relayed, please contact him.

Dr. Lee Nickles – Instructional Technology, Inventory, Curriculum
The CEAP IT committee has been reactivated. Students & faculty with TaskStream issues should be directed to Lee. The university web site is being built out to the college. This will take some time so please keep your department web pages updated. Contact Lee if you need assistance.

Ms. Ruth McCreary – SUTEP – School Services Report
Teacher Appreciation will be held on April 23rd. Please submit names of anyone that you would like to invite to Ruth. If anyone has something that they might like to be included in the SUTEP newsletter, please let Ruth know by March 2nd.

Dr. Jacqueline Smith – Teaching Fellows, Model Clinical, Scholarship
Information for the Stephanie Stowe scholarship has been sent to the departments. Regional screening (interviews to become a teaching fellow) will be held next Saturday at WCU. Our students host this event every other year for Region 8. The Teaching Fellows evaluation visit is March 20th and 21st. Jackie would like to add the OPT award as a discussion item on a future agenda. To be eligible for the OPT award, students must receive a nomination from both the university supervisor and cooperating teacher. Currently, the academic supervisor is not a part of the nomination process.

Important Dates

February 15, 2007    Botner Nominee Files Due to Dean
February 15, 2007    Scholarship Award Letters Ready
February 16, 2007    Leadership Council Meeting
February 20, 2007, 3 p.m., Ramsey    Chancellor’s State of the University Address
February 28, 2007    Scholarship Autobiographical Forms Returned to Office of Special Programs
March 1, 2007    Peak Performer Nominations DUE to Dean
March 2, 2007    07-08 Budget Due to Provost
March 9, 2007    Christa McAuliffe Proposal Due
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<tr>
<th>Date</th>
<th>Event Description</th>
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<tr>
<td>March 16, 2007</td>
<td>Leadership Council Meeting</td>
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<td>March 25, 2007</td>
<td>Scholarship Acceptance and Thank You Letters Due to OSP</td>
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<td>March 30, 2007</td>
<td>Leadership Council Meeting</td>
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<td>April 2-4, 2007</td>
<td>SACS Visit</td>
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<td><strong>April 15, 2007</strong></td>
<td><strong>Budget Decisions Due from Provost</strong></td>
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<td>April 20, 2007</td>
<td>Leadership Council Meeting</td>
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<td>April 23, 2007, 5:00-6:00p.m., Grandroom</td>
<td>Teacher Appreciation Celebration</td>
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<td>April 24, 2007, 4:00-6:00p.m., KL 104</td>
<td>CEAP Honors and Awards Ceremony</td>
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<td>May 4, 2007</td>
<td>Leadership Council Meeting</td>
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<td>May 12, 2007</td>
<td>NC Teach Orientation</td>
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<td>May 18, 2007</td>
<td>Leadership Council Meeting</td>
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<td>June 1, 2007</td>
<td>Graduate Assistantship AA15s, Job Description &amp; Cert. Statement Due</td>
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<td>June 1, 2007</td>
<td>Graduate School for Students on Tuition Waivers</td>
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<td>June 1, 2007</td>
<td>Graduate School Reports Unfilled Assistantships &amp; Waivers to College Deans for Redistribution</td>
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<td>June 8, 2007</td>
<td>Unfilled Graduate Assistantships Revert to Graduate School for Reallocation</td>
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<td>June 15, 2007</td>
<td>Leadership Council Meeting</td>
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<td>June 25 – July 25, 2007</td>
<td>NC Teach Institute</td>
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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.