College of Education and Allied Professions Leadership Council

The CEAP Leadership Council met on Friday, May 18, 2007 at 8:30 a.m. in Killian 218.

**Members present:** L. Bloom, D. Carpenter, D. Claxton, R. Corbin, M. Dougherty, K. Elliott, E. Franklin, J. Holt, B. Houghton, K. Hunt, R. McCrea, L. Nickles, J. Smith

**Members absent:** J. Jacobs, D. McCord

**Others present:** S. Tonnessen for ELF, W. Poynter for PSY, M. Rompf

**Announcements**

David Claxton is currently interviewing for the vacant staff position in HHP.

The staff position in BKEMGE will close on May 22nd and then interviews will begin.

Another candidate will be brought to campus on Monday to interview for the Curriculum Specialist for Diversity position.

Ruth told the council that tote bags were delivered to the cooperating teachers as a thank you for their support with interns and work on TaskStream. She received several nice comments from the schools about Western.

Dale reported that 22 students were sent emails regarding the new Praxis requirement. An additional 20 students have been identified and emails have been sent to students who now qualify for the teacher education program.

**Minutes**

Motion and second to approve the minutes of the May 4, 2007 meeting. Motion passed.

**Dean’s Report**

- **Thank You David Claxton!!!** David is stepping down after 13 years as department head. Bob Beaudet will be the interim department head. Janice Harris is also retiring after 26 years with the HHP department.

- **Budget Concerns-House Concerns-** In the house budget there are “give back” dollars related to unfilled positions at the university. This is a fluid situation however the council should be aware of budget concerns and efficiencies. Units must be able to justify budget expenditures related to the QEP.

- **No Verbal Offers to Candidates Being Currently Interviewed-** Be aware that if a position has been vacated for more than 6 months, no verbal offers are to be extended during the interview process.

- **Meeting Deadlines for Needed Paperwork-** It is important that we meet deadlines. If work is delegated, then unit heads must monitor the paper flow. Our data is accurate but timeliness needs improvement.

- **Development Initiatives Brochure**- Thanks to Brett Woods for his assistance with this project and to the Print Shop for their support in reducing printing costs.

- **Campus Retention and Graduation Rates-** Michael reviewed the campus retention and graduation rate report with the council. This report sets goals. The retention rate
for Western is 76%. CEAP should pay attention to solid advising and community building with our students. These are two areas which can positively impact the retention rate.

**Discussion**

**New AA7 and Faculty Hiring Checklists**  
*Michael*

Paperwork changes will be forthcoming. The sample forms distributed today have not been finalized. These will be going through one more iteration and are being produced to assist with federal and SACS compliance.

**Service Learning Fellow for CEAP**  
*Michael*

Mickey Randolph did an outstanding job for the college this past academic year. We now need a faculty member for next academic year. This should be a tenured faculty person and allows for a one course release. Lisa suggested that Valerie Schwiebert would be a good representative and will let Michael know if Valerie is willing to do so by the end of next week.

**Legislator School Service Learning**  
*Kim*

Kim is finalizing service learning projects for students. Several projects have been located through Lee Nickles. Please contact Lena Richie if your unit has projects for the students. Project hours are from 9-12 on June 20 and 27th.

**Reports on Curriculum Changes for Department Heads**  
*Lee*

An access database has been developed for CEAP to track curriculum changes. Lee distributed reports to the council from the database that he developed. Lee requested feedback on the report and its usefulness. The council was very receptive. Michael suggested that program directors be included in the report distribution list.

**Changing Scheduling of E-Classrooms (revisited)**  
*Lee*

Lee reported that IT is not interested in supervising the lab and the student worker reports very low traffic in the lab. The council was asked to reconsider the proposal for allowing more classroom time in the lab. Michael suggested and the council agreed that CEAP commit to the proposal for one year with the opportunity to revisit the arrangement for the next academic year. The proposal will allow CEAP to schedule the Mac lab for college use from 5-10 PM Monday through Friday and schedule the PC lab from 5-10 PM on Tuesday, Thursday and Friday and from 2-10 PM on Monday and Wednesday.

**College Website Changeover Update**  
*Lee*

We are in the final phases of the website changeover. Comments and feedback are due to Lee by next Friday. The draft website will be emailed to the council. Specifically departments are asked to review text, review teacher education program page and department pages. The council engaged in a discussion concerning material that could be included in a news/announcements webpage. The council explored the establishment of a webpage advisory committee and instead decided to ask the technology committee to adjust their mission to include review/administration of this webpage. Departments may submit news through Lee. Please let Lee know who the webmaster(s) will be for each unit.

**Auditing Courses vs. Enrolling for Credit**  
*Dale*

Dale asked the council to agree that we will no longer allow students to audit a class once a grade has been issued. The council agreed.

**Assessment and TaskStream re Technology Portfolio**  
*Dale*

Dale reviewed handouts with the council on TaskStream review. After feedback was received, a group of faculty members and P-12 educators were brought together to
review the data, focus on the technology portfolio requirement, and develop a list of proposed recommendations. The group was undecided as to how and when these changes would be implemented. Dale asked the council to consider the timeline for implementation. A motion was made that we integrate our technology into existing standards and an individual growth plan; no longer have a separate technology portfolio; and, accept the recommendations of the reviewing body for implementation beginning fall 2007. The teacher work sample will require that students show integration of technology in the work sample. The council unanimously approved the motion. The council also discussed the positive implementation of this change. It was recommended that seminar leaders and department heads meet this summer to discuss how and why this change will benefit students and the program. Michael asked the council to exercise their leadership to help initiate this change. This item will be added to the task list.

**Bulletin Boards**

In preparation for our NCATE accreditation visit and to show that we value our students, Ruth asked the council to consider how can we make our environment more appealing. An inventory of bulletin boards will be taken and sent out to the council for units to volunteer to use bulletin boards. The Center for Mathematics and Science education would like to promote mathematics and science education on one of the bulletin boards.

**Task List Status Report**

*Student Assessment Instruction*  
David M.  
No report.

*Campaign for Western Carolina University*  
David C.  
David reported that an average of 20-25% of faculty have donated to the campaign to date. David will send a reminder to the college at large that contributions are still being accepted. Michael thanked David for his work.

*Common Assignments*  
Department Heads  
Last two graduate assignments are being worked on.

*Homeland Security Verifications*  
Michael  
Stay tuned.

*Award for Non-Alternative Completers*  
Jackie  
No report.

**Add:**

*Assessment and TaskStream re Technology Portfolio*  
Dale

**Information - Please review these handouts**

Review of I-9s, Findings & Recommendations *  
Michael

UNC Release - C.D. Spangler Foundation *  
Michael

*Handouts

**Standing Updates**

*Dr. Bob Houghton - Elementary Middle Grades Education*  
Bob recommended to the council members to read the 2006 edition of the World is Flat.

*Ms. Ruth McCreary – SUTEP – School Services Report*  
Ruth asked that data be submitted for the school services report. So far there are over 700 services submitted. Ruth will send out an email reminding the college to submit their services.
Important Dates

May 18, 2007     Leadership Council Meeting
May 24, 2007, 1-2 PM, Camp 143     Managing Intellectual Property for Distance Learning
June 1, 2007     Graduate Assistantship AA15s, Job Description & Cert. Statement Due
June 1, 2007     Tuition Waiver Request Forms Due to Graduate School for Students on Tuition Waivers
June 1, 2007     Graduate School Reports Unfilled Assistantships & Waivers to College Deans for Redistribution
June 8, 2007     Unfilled Graduate Assistantships Revert to Graduate School for Reallocation
June 15, 2007     Leadership Council Meeting
June 20, 2007, 9:00 AM- 12:00     Legislators’ School Service Learning with CEAP Faculty and Staff
June 27, 2007, 9:00 AM- 12:00     Legislators’ School Service Learning with CEAP Faculty and Staff
June 25 – July 25, 2007     NC Teach Institute
July 18, 2007, 8:30 AM- 12:00, Ramsey Department Head Workshop
August 31, 2007, UC Multipurpose Room     NCATE/NCDPI Accreditation College Presentation of Conceptual Framework
September 14, 2007, KL 104     NCATE/NCDPI Accreditation College Meeting on the Assessment System
September 28, 2007, KL 104     NCATE/NCDPI Accreditation College Meeting on Unit Governance & Faculty
October 19, 2007, KL 104     NCATE/NCDPI Accreditation College Meeting on Diversity

Leadership Council Dates through 2007:
May 18, 2007
June 15, 2007
July 13, 2007
August 10, 2007
August 24, 2007
September 7, 2007
September 28, 2007 (revised)
October 5, 2007
October 19, 2007
November 2, 2007
November 16, 2007
December 7, 2007

The council meeting was adjourned at approximately 11:00 a.m.

Submitted by – Mary Rompf

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