College of Education and Allied Professions Leadership Council

The CEAP Leadership Council met on Friday, January 19, 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, J. Jacobs, D. McCord, R. McCreary, L. Nickles, J. Smith

**Members absent:** None

**Others present:** M. Rompf

**Minutes**
Motion and second to approve the minutes of the 01/05/2007 meeting. Motion passed.

**Dean’s Report**
Michael reported the following:

- **Spending Your Current Year Budget**
  All budgets have not been posted to Banner. The system is not accepting transfers at this time. If you have questions regarding funds available in your budget contact Mary.

- **07-08 Budget Process Update (Administrative Equipment)**
  Budget hearings have been postponed for the time being. It appears that this year’s focus may be on administrative equipment. Please conduct an assessment of your unit for administrative equipment which would include items such as printers, faxes and other technology instruments.

- **College TPR committee**
  Committee work has been completed. A checklist will be put together for your use in coaching faculty on how to put a file together. Syllabi need to be included to reflect the rigor of the course. Self-reflection on teaching is important.

- **Class Schedule Distribution**
  Deans met to review whether courses are distributed throughout the day and week. Two issues driving this: 1) space usage on campus, and 2) time to graduation. There will be additional updates coming forward. Council members discussed that early morning classes are often dropped due to low enrollment. Michael asked department heads to continue to build courses across the day and track under enrolled courses and provide him with this information.

**Discussion**

*Final grades due by 10 a.m. the Monday after graduation*

- NO EXCEPTIONS
- Report to Fred H. any procedural or process problems that have caused grades to be late (e.g. exam last period on Friday)
  Michael asked council members to email Fred Hinson and copy Michael if a faculty member is going to be late posting grades.

**Reminder:** Timeliness of New Hire Paperwork & I-9’s

*Michael*
If a department is hiring an international person, please schedule a meeting with Michael to discuss the process.

**Department Names and Program Locations within Depts.** Michael
Email defining process has been sent out. Please hold conversations with faculty to review this and make recommendations to Michael.

**Academic Planning Update** * Michael
The council reviewed and discussed a handout on academic planning for the college which Michael has updated. He asked for feedback on the updates made to date. Department heads are to review the document and email additional recommendations/edits to Michael by noon next Friday, January 26, 2007. Please review document for programs that may have not been included.

**Plagiarism and WebCAT/WebCT** Dale
The council discussed the issue that students can copy and paste papers from discussion boards. Jacque will send to council members ELF’s updated statement on plagiarism posted on its website.

**Common Assignment/TaskStream Policy** Dale
All undergraduate common assignments, with the exception of only one, have been posted on Task Stream.

**Proposed TaskStream Policy for Graduate Programs** * Dale
The council discussed requiring the use of TaskStream for graduate students beginning Fall 2007. A motion was presented, seconded and passed to support this requirement. The proposed policy will be presented at the Professional Education Council next week for review.

**Academic Equipment Purchasing** Mary
Department equipment purchasing proposals are due to Lisa by Monday. Lisa will submit a college wide list to Michael. Once approved the departments must submit hard copy requisitions to Mary. Instructions on the requisition process will be sent to department heads following the meeting.

**Task List Status Report**

**WCU Survey Development** Renee
Today is the due date. Any last minute items please sent to Renee today.
Remove this from the task list.

**Fixed Asset Inventory** Lee
Almost all 10% inventories have been received.

**Tracking Department Research Interests** Lee

**Common Assignments** Department Heads

**Increasing Number of Graduates Applying for Licensure** Dale

**Development Priorities** Michael

**Information**

**Dr. Lillian Range Presentation** David M.
Dr. Range is an inspirational speaker who will provide us with a nuts and bolts workshop on getting works published. This workshop is highly recommended for tenure-track faculty. Two graduate students who attended last year have published research in an APA journal. Please encourage faculty to rearrange schedules and plan to attend.

**Students Interested in Coming to Western** * Jackie
Jackie distributed a spreadsheet of students interested in attending Western and recommended department heads recruit these students. Jackie will send an electronic
A handout was distributed to the council regarding a survey which will be sent to random faculty members in preparation for the upcoming Teaching Fellows program evaluation. Please let others know that surveys will be sent out at the beginning of February.

Accreditation Due Dates: Syllabi, Vita, Specialty Area Reports

Vita and syllabi are due today. Vita should be given to Wilma and syllabi to Glenda. Specialty area reports are to be given to Dale.

Space Management

A Space Management Committee is working on a set of procedures and policies to guide the allocation and renovation of space. Stay tuned.

Course Scheduling Parameters

The deans have been asked by the Provost to develop Course Scheduling Parameters. This will involve a policy on under-enrolled courses.

Web Services Responsibilities & Priorities

Athletes have been added to early registration. Note: advisement needs to occur the last week in February.

Compensation for Distance Ed Course Development

Faculty Compensation Summer 2007

Listing for Online Courses

Please review all the above listed handouts for important information.

Handouts

Standing Updates

Department Heads – Teacher Education Enrollment Growth Targets

Dr. Bob Houghton - Birth Kindergarten Elementary Middle Grades Education

Department is using Centra software as a weather back up and for discussion and presentation. Bob has had success and is looking to further develop usage.

Dr. Jacque Jacobs – Educational Leadership and Foundations

Good applicant pool for both searches. At a meeting last evening, Dr. Brock Womble, Superintendent for Mitchell County, was very complimentary of the support provided to the public schools from the College of Education and Allied Professions.

Dr. David Claxton - Health and Human Performance

The candidate for the BKEMGE department head has decided not to come to Western. Construction has begun for the new facility. David discussed the upcoming Botner Award nominee deadline. Guidelines will be sent to the council.

Dr. Lisa Bloom - Human Services

Online MAT program has now reached the point of practicum. She is exploring how this will be accomplished.

Dr. David McCord – Psychology

David complimented Larry Hammer on the work he has done to improve the registration process. Distance registration is still difficult however residential registration is the best ever.

Dr. Dale Carpenter - NCATE/DPI

Dale asked the council to remind faculty that while we are in the process of building courses, please determine faculty classroom needs.

Ms. Renee Corbin – Assessment
Currently Renee is working on data checking in Banner and the ability to provide data reporting by learning SQL. Task Stream has eliminated a lot of paperwork for teacher education. Renee is evaluating the ability of Task Stream to manage the assessment reporting process. Michael asked that Renee discuss the opportunities presented by Banner and the need for a shadow database at the next Leadership Council meeting.

**Mr. Ken Hunt - Field Experiences**

Field experience has a new temporary website. Ken has met with classes and has gone to a paperless process. A meet and greet for student interns is scheduled for next Wednesday. Forms for university supervisors have are now available online. Background checks have begun this semester. The cost is $5.00.

**Dr. Lee Nickles – Instructional Technology, Inventory, Curriculum**

Lee is currently working to set up access to Task Stream for cooperating teachers. Regarding curriculum change process Lee has volunteered that to oversee the electronic catalogue process.

**Dr. Elaine Franklin – Center for Math and Science**

Elaine asked council members to stop in and say hello to Erin McManus, the new Pre-college Coordinator. Erin’s office is located in KL 110. Registration information will be coming out shortly on summer program offerings. Elaine has received several calls from principals requesting information about these programs thanks to the SUTEP newsletter.

**Ms. Kim Elliott – Rural Education**

Kim reported that rural education is in the hiring process for legislature school. This year the program size will be doubled. The NC Quest grant will come up for its review in February.

**Ms. Ruth McCreary – SUTEP – School Services Report**

SUTEP has now grown to 18 systems with the addition of Mitchell County. Some faculty members are working with public schools on math and science projects and are receiving a $1000 travel grant to support these efforts. A National Board support session will be held tomorrow for new and advanced candidates. This past year 177 teachers from our region achieved National Board status who will receive a congratulatory letter from the Dean.

**Dr. Jacqueline Smith – Teaching Fellows, Model Clinical, Scholarships**

Jackie reminded the council that departments should be selecting scholarship recipients and preparing student letters. Once she receives the specific scholarship dollar amounts she will forward that information to departments so letters can be sent out. March 20th is the due date to submit Model Clinical requests for fall 2007 and spring 2008. For the OPT award, a nomination form must be received from both the university supervisor and cooperating teacher in order for a student to be eligible.

**Ms. Janice Holt – Center for the Support of Beginning Teachers**

Janice reported that there are 150 in the NC Teach Program. There are 4 NC Teach II candidates. Janice has several e-mentors working with beginning teachers which includes faculty from CEAP and Arts and Sciences.

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**Important Dates**

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<tr>
<th>January 19, 2007</th>
<th>University-wide Alumni Survey Questions Due</th>
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<tbody>
<tr>
<td></td>
<td>Leadership Council Meeting</td>
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<tr>
<td>Date</td>
<td>Event Description</td>
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<tr>
<td>January 30, 2007</td>
<td>Graduate School Notifies CEAP of Allocations Received</td>
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<td>February 1, 2007</td>
<td>Botner Nominees Due to Dean</td>
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<td>February 2, 2007</td>
<td>Leadership Council Meeting</td>
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<td>February 15, 2007</td>
<td>Botner Nominee Files Due to Dean</td>
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<td>February 15, 2007</td>
<td>Scholarship Award Letters Ready</td>
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<td>February 16, 2007</td>
<td>Leadership Council Meeting</td>
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<td>February 28, 2007</td>
<td>Scholarship Autobiographical Forms Returned to Office of Special Programs</td>
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<td>March 16, 2007</td>
<td>Leadership Council Meeting</td>
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<td>March 20, 2007</td>
<td>Model Clinical Requests for Fall and Spring 2007 are due</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 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>May 4, 2007</td>
<td>Leadership Council Meeting</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>Tuition Waiver Request Forms Due to 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>
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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.