Minutes of the Policy Committee
College of Education and Allied Professions

September 19, 2003
8:30 a.m.
Killian 218

Present: Dougherty, Carpenter, Pennington for Mims, Claxton, Allan, Tyson, Garrett, McCreary, Burton, Henderson for McCord, Absent - Garrett, Chapman (Recording Secretary)
Guests: Mardy Ashe - Career Counselor
Leila Tvedt - Associate Vice Chancellor for Public Relations
Alan Altany - Director, Faculty Center

Dr. Dougherty introduced Mardy Ashe, Career Counselor - Career Services. Ms. Ashe briefly described the services available to freshman through graduate students and also WCU alumni. Two items of importance are the Monster Trak and JobCat websites that provide students and alumni to display their resumes, register for summer, part-time or temporary jobs, internships and/or full time employment. Career Services also assists with developing interviewing skills, a career library and job fairs.

Dr. Dougherty invited our next guest, Leila Tvedt - Associate VC for Public Relations to share current activities in her department with the members. The primary focus is branding an identity for the university. Ms. Tvedt also reminded the members that should they have occasion to speak with the press to ensure that Public Relations is informed. Dr. Claxton asked if Ms. Tvedt would be willing to provide feedback on the departmental displays used for recruiting at the Open House events. Ms. Tvedt responded in the positive.

Dr. Dougherty then introduced Alan Altany - Director, Faculty Center. Mr. Altany shared with the members the university's newest initiative SOTL (Scholarship of Teaching and Learning). Mr. Altany feels that the SOTL initiative has the potential, if it becomes deeply accepted and part of the academic culture and ideal, to be Western's trajectory for the future and a central way of focusing upon Western's central mission: depth, quality and fruits of student learning. It positions Western to be a model for the whole UNC system and far beyond the region.

FOR INFORMATION

1. **5 week Progress Reporting** - final grades are due on October 9, 2003.

2. **Field Experience in the East** - Dr. Freeman has been successful in expanding Field Experiences into Murphy. The counties identified for expansion are Burke, McDowell, Henderson, Polk, Yancey, Mitchell, and Caldwell. Dr. Freeman recommends that we consider a part time person for Asheville.

3. **Leadership Materials to Directors** - Dr. Dougherty has asked that Directors provide feedback on the leadership material during their individual monthly meeting with him.
FOR DISCUSSION

1. Reaction to Department Head Workshop - Dr. Dougherty tabled this discussion and will meet individually with the department heads during their regularly scheduled monthly meeting.

2. Taft Botner Superior Teacher Award Nomination - Mr. Chapman distributed the revised nomination form and presented her ideas regarding soliciting more student and faculty involvement in nominations for the award. Her suggestion was to place displays at each building entrance, which will provide information on the award, nomination forms and a ballot box. The members were in agreement with this idea and also suggested that we not forget Asheville, they also requested nominations for them to distribute during departmental meetings.

ROUND ROBIN

Dr. Dougherty opened the floor for each member to apprise the committee of news and events within their department.

Ms. McCreary announced that the National Board workshop numbers are increasing as those who have attended previous workshops are touting the quality of the workshops.

Dr. Allan is currently working on the intersect of the College of Education and Allied Professions and Arts and Sciences with regards to content and pedagogy workshops for elementary school teachers. She is also writing WEB CT courses integrating Math and Science. Her department will be conducting summer institutes for lateral entry teachers. Additionally, she announced that the Keenan Fellows at WCU would be utilized as Teacher Leaders.

Dr. Carpenter thanked everyone for their help on putting together the College's committee information. He also reminded the committee that the Advisement Center would train faculty on advisement. He suggests the members check their e-mail for training sessions on SIS and he would be happy to assist with acquiring passwords. Dr. Carpenter announced that PLATO software is now up and running, he referred faculty to Ben Coulter, Director in Instructional Technology for the technical details on assisting students access the site. The question was posed by the members of how we were to disseminate the availability of this product to the students who would best be served by it. This item has been placed on the agenda for the next scheduled policy committee meeting.

Dr. Freeman reminded the committee of the importance of diversity when placing interns and was pleased to report that 48% of our students have been placed in a diverse school environment. Dr. Freeman is also placing students in the PE 424 Physiology and SPED courses to expand their knowledge of special needs students.

Dr. Pennington was pleased to announce that the College of Education and Allied Professions will have a stand alone Community College Doctoral in the near future.

Dr. Tyson informed the members that she would be presenting the first BK Distance Education course in Asheville in January. Her department is currently working to expand the Cherokee Speakers program to include teachers of arts and crafts.
Dr. Claxton related that his department is quite busy, but is doing well. He was pleased to announce that Jennifer Thomas, the new Office Assistant will become the department's Web Master.

Dr. Dougherty closed the meeting by reminding the members to maintain and update their department's Websites regularly. He thanked the members for their combined efforts and their dedication to producing quality courses and programs for our students, our public school partners and the teachers within our region.

The meeting adjourned at 10:00 a.m.

Respectfully Submitted,

Barbara Chapman, Recording Secretary

C Chancellor Bardo
Vice Chancellor Collings