The CEAP Leadership Council met on Friday, March 24, 2006 at 8:30 a.m. in Killian 218.

**Members present:** L. Bloom, D. Carpenter, D. Claxton, R. Corbin, B. Coulter, M. Dougherty, K. Elliott, E. Franklin, J. Jacobs, D. McCord, R. McCreary, J. Perlmutter, J. Smith

**Members absent:** G. Freeman

**Others present:** M. Wargo, M. Rompf

**Announcements**

Dale welcomed the Leadership Council and told the group that Michael would join the meeting immediately following the Board of Trustees meeting. Melissa Wargo was then introduced as today’s guest speaker.

**Minutes**

Motion and second to approve the minutes of the 2/24/06 meeting with the addition that Jacque Jacobs and Renee Corbin also collaborated to obtain the NC QUEST grant that the college was awarded. Motion passed.

**Guest Speaker**

Melissa Wargo, Director - Office of Assessment, told the council that the Office of Assessment no longer resides in University Planning and now works out of the Provost’s office. Melissa stated that the Assessment Office will be broadening its scope and she asked the group for feedback and their expectations. Melissa envisions greater collaboration with programs geared to establish more support and one on one activity. Melissa stated that program review schedules needed greater synchronization and she anticipates that the guidelines, which are currently in review, will be rewritten and placed on a schedule with accreditation. The current focus of the Office of Assessment is academic units and student learning outcomes. The long term mission will be to assess all area of the university. Council members noted that there are difficulties in acquiring and using data, issues with graduate and distance learning registration. Melissa told the group that the commitment was there to clean up these areas in the future and she asked for ongoing feedback.

**Dean’s Report**

*Update: UNC Dean’s Council on Teacher Education Meeting-President Bowles message and implications.* Michael reviewed the letter that had been submitted to Richard Thompson on behalf of Western Carolina University. He reviewed the planned efficiencies for Western that were described in the letter and alerted the group that a task force would be formed to evaluate additional efficiencies.

*Board of Trustees Breakfast.* Michael thanked Jacque and her department for the outstanding presentation by Kim Brown and Dixie McGinty at the meeting. Kim’s dissertation entitled *Testing the Testing: An Empirical Investigation of the Validity of the North Carolina Accountability Growth Model* was very impressive. The department, the doctoral program, and the college were represented wonderfully today.
Search Status. The department head position for HHP: Michael is awaiting the recommendations of the search committee. An offer has been made for the BKEMGE department head position and we are hopeful that it will be accepted however there are other factors that the candidate is considering.

ATE Award. Certificates are being made for our partnership school systems and will be presented to superintendents at upcoming school board meetings.

Distance Education. Pat Brown has committed support for our students in distance education programs.

Discussion

Annual Fixed Asset Inventory
Jennifer Holland will be taking over for Connie Mathis. A one time purge of Missing items will take place. A 100% inventory will take place and any new items will be added to the inventory list. For the inventory, items that are used off-site do not have to be in the building as long as the Permission to Remove Assets from Campus form is on file in the department.

Disposition of ATE Award Banner
It was decided that the 28 foot banner would be hung on the exterior of the Killian building and the smaller banner would be hung in the interior of the building. Ruth will decide where the banners are placed. Mary will order another small banner that will be kept for use when the other banner becomes worn or for our accreditation visit.

Proposal to request Nov 10-14, 2007 for accreditation on-site review date
The council discussed that Homecoming/Veterans Day/HHP State Convention should be considered before firming up the November 10-14 dates. Dale asked that any additional date conflicts be emailed to him and stated that he would revisit the dates and make a recommendation.

Technology Consultation (CEAP Curriculum Committee)
Ben polled the council as to adding a technology consultation form similar to the library consultation form that is used for new course proposals. After some discussion which included putting the technology requirements in the syllabus, it was decided that Ben will develop a form that follows the rationale of the library consultation in order to assess the availability of technology resources predicted for use with a new course. The council will review the Ben’s form at a future meeting.

Strategic Planning for Jamaica
Ben reported that a committee had been formed to address technology needs when teaching in Jamaica. Specifically, the committee will 1) review immediate technology needs for students and faculty and 2) develop a strategic plan for the Jamaican program for 3-5 years out. Strategic Planning for Jamaica will be moved to the council Task List Status Report. Ben invited others to participate on the committee.

Program Assessment Plans
Renee reviewed the forms and procedures for the CEAP assessment which will be set up in TaskStream in the future. Assessment will be on a five year cycle. This year the requirement is that plans are to be updated. For the next few years
one or two goals may be selected and evaluated using the form or by narrative. Renee will be available to answer questions. Dale instructed the group that as a College this year we would choose not only to update plans but also complete the annual evaluation as has been performed in the past.

**Lateral Entry Teaching Certificate w/ Community Colleges Dale/Michael**

Michael reviewed the handouts distributed to the council and requested that a copy of the legislation regarding lateral entry and community colleges be distributed by council members to faculty. Community colleges will need a partner for this lateral entry program.

**Identifying Online Lateral Entry Courses Michael**

Dale and Michael discussed with the council that we need to identify online courses that meet general pedagogy competencies. Specifically, departments should ask the question, “Does our course as it exists meet the competencies as described?” and complete the evaluation and identification by next Friday, March 31. Pat Brown will support the development cost of courses.

**Peak Performers Michael**

This was discussed along with outstanding information that was needed for Honors and Awards. Michael asked that a discussion of the need for the formation of an Honors and Awards committee be added to a future agenda.

**Clarification of AFE for department heads Jane**

Michael referred the department heads to the handout received from the Provost office entitled Documents due to the Provost. Department AFE’s are due on May 5th. Michael asked that department heads review the forms from Beth Tyson-Lofquist and provide leadership to the department committee reviewing the department’s TPR document and completion of the template.

**Post Tenure Review Mary**

Mary asked council members to identify who they had on their list for post tenure review. It was noted that there was discrepancies on the list and Michael asked Mary to follow up with the Provost office. Michael asked that copies of post tenure reviewed faculty be submitted to the Dean’s office by the end of the semester.

**AFE Documents (department heads) Michael**

Michael requested that department heads submit their own AFE materials to the Dean’s office at the same time that they ask their faculty members to submit their AFE materials.

**Task List Status Report** - No reports given

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<thead>
<tr>
<th>Graduate Assistantships</th>
<th>Dept Heads</th>
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<tbody>
<tr>
<td>Increasing number of graduates applying for licensure</td>
<td>Dale</td>
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<tr>
<td>Graduate School Assessment Plan</td>
<td>Renee</td>
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<tr>
<td>Program Assessment</td>
<td>Renee</td>
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<td>Development Priorities</td>
<td>Michael</td>
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<tr>
<td>Formation of Field Placement Advisory Council</td>
<td>Greta</td>
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**Information**

*Planning for Sustainability Michael*
Please review the handout. It contains good information and principles for grant writing.

How to Documents for Transition to Banner  Michael
The How To documents were emailed to council members. Please be sure to discuss and provide these to faculty.

New Building Update  Michael
At the last Master Planning meeting, Michael expressed the interest of the college to be located on the new campus. The location is still to be determined.

Task Stream Update  Ben
Ben provided the group with a handout updating the council on TaskStream. He will work with the departments to determine next steps.

CMSE Strategic Plan 2006-2010  Elaine
CMSE plan was provided to the council.

Missing Information for Honors & Awards Ceremony  Jackie
Award information is due to Amelia by Friday, March 31st. Please notify Amelia by Tuesday if you would like her to make the certificates.

Standing Updates – No Reports were given
Department Heads – Teacher Education Enrollment Growth Targets
Dr. Perlmutter - Birth Kindergarten Elementary Middle Grades Education
Dr. Jacobs – Educational Leadership and Foundations
Dr. Claxton - Health and Human Performance
Dr. Bloom - Human Services
Dr. David McCord - Psychology
Dr. Carpenter - NCATE/DPI
Ms. Renee Corbin – Assessment
Dr. Greta Freeman - Field Experiences
Dr. Ben Coulter – Instructional Technology, Inventory
Dr. Elaine Franklin – Center for Math and Science
Ms. Kim Elliott – Rural Education
Ms. Ruth McCreary – SUTEP – School Services Report
Ms. Jacqueline Smith – Teaching Fellows, Model Clinical, Scholarships

Important Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>March 27, 2006</td>
<td>Applied Science Undergraduate Expo</td>
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<td>March 28, 2006</td>
<td>Business Undergraduate Expo</td>
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<td>March 29, 2006</td>
<td>CEAP Undergraduate Expo</td>
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<td>March 30, 2006</td>
<td>Arts and Sciences Undergraduate Expo</td>
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<td>March 26-31, 2006</td>
<td>Rural Urban Exchange at A &amp; T</td>
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<td>March 28, 2006</td>
<td>Teacher Fair</td>
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<td>April 6, 2006, 11:30 a.m. to 1:00 p.m.</td>
<td>CEAP Dean’s Appreciation Luncheon</td>
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<td>April 18, 2006, 4:00 p.m. to 6:00 p.m.</td>
<td>CEAP Honors and Awards Ceremony</td>
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<td>April 22, 2006</td>
<td>Open House</td>
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<td>April 24, 2006</td>
<td>Teacher Appreciation Celebration</td>
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<td>April 29, 2006</td>
<td>NC Teach Orientation</td>
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<td>April 29 -- May 5, 2006</td>
<td>Final Exam Week for Spring</td>
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<td>June 11-30, 2006</td>
<td>Legislators’ School</td>
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<td>June 11-16, 2006</td>
<td>Legislators’ School Staff Training</td>
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<td>June 17-23, 2006</td>
<td>Legislators’ School- Middle School</td>
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June 24-30, 2006    Legislators’ School- High School
July 5 – August 2, 2006    NC Teach Summer Institute
July 24-28, 2006    Elementary Science Institute
July 31-August 4, 2006    Elementary Science Institute

The council meeting was adjourned at 11:15 a.m. The department heads were asked to stay and review handouts specifically for the departments concerning AFE and TPR. The department heads were asked to submit ideas for summer compensation for program directors. The meeting with department heads ended at 11:35.

Submitted by – Mary Rompf

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