The CEAP Leadership Council met on Friday, August 25, 2006 at 8:30 a.m. in Killian 218.

**Members present:** L. Bloom, D. Carpenter, D. Claxton, R. Corbin, M. Dougherty, K. Elliott, J. Holt, K. Hunt, J. Jacobs, D. McCord, R. McCreary, J. Smith

**Members absent:** E. Franklin, B. Houghton

**Others present:** M. Rompf

**Announcements**

Dale welcomed Ken Hunt to the Leadership Council. Ken is the new Director of Field Experiences for CEAP.

**Minutes**

Motion and second to approve the minutes of the 08/04/06 meeting. Motion passed.

**Dean’s Report**

Michael reported the following:

- The PACE communication from President Bowles discusses efficiency for the UNC system. A plan for an internal study at Western will be forthcoming.
- Killian 268 will be split into two rooms this year to allow for greater usage of the room. From 8 a.m. to 2 p.m. KL 268 is used as a classroom. Requests to schedule KL 268 after 2 p.m. should be directed to Mary. Once work study students have been hired, the computer lab will be open from 2 – 10 p.m. for student use.
- The enrollment at Western is nearing 9000 students. At the Council of Deans, the Provost stressed the importance of faculty being available to our students. At your department meetings please communicate to faculty our appreciation for the nice job they do to support the students.
- We expect to be notified of 07-08 staffing plan approvals next week.
- The Board of Trustees meeting will be held on campus in March 2007.
- Budget increases are expected to be less than optimal for 06-07.
- Thanks to the department heads for working together on the new room scheduling system. Dale told the council that the new system has resulted in a smoother school opening than we have experienced in several years. The new system has shown us the need for the conversion of all classrooms to demonstration rooms.
- Michael thanked the department heads and directors for their continued collaborative efforts which benefit our students and the college as a whole.

**Discussion**

*Appealing Admission to Teacher Education*  
*Lisa*

Lisa reported that the department heads would be meeting next week to discuss recommendations for the appeal process. At the department level Lisa said that some faculty members expressed opposition to signing an appeal as an advisor.
After a discussion by the council, it was decided that the department heads would make written recommendations to the Dean by September 5th, which the Leadership council will review at its next meeting.

**Common Assignments**

Students have been told that common assignments will be in TaskStream. The first priority is to post common assignments for undergraduate courses and then look at the MAT program. Portfolios assignments are being done to meet both initial and advanced competencies. Please email all completed common assignments to Renee for posting on TaskStream. Common assignments will be added to the council Task List for status update.

**Scholarly Activity**

David requested that the department heads discuss the proposal for scholarly activity workshops/sessions at their meeting next week. David will report back to the council at the next meeting.

**Degree Evaluation and Articulation of Transfer Credit**

David M. reported to the council that the degree audit setup has been completed in Banner. In order for the degree audit to work, program requirements must be clearly defined. David asked the department heads to review the online catalog as there are areas which need to be cleaned up for effective student use. David also encouraged the department heads to review the articulation agreement for their programs on the Registrar’s website. Having this in place will allow advisors to perform an immediate degree audit for students considering Western. Michael thanked David for his leadership on this project and his service to the university at large.

**Student Evaluation System Report**

David M. reviewed the results of the Task Force chaired by Noelle Kehrberg. Banner has a questionnaire module that allows for a specific (one of five) student questionnaire to be corresponded to a specific course. Students will be notified via MyCat to complete the voluntary survey and follow up reminders will be sent. The Task Force chose a voluntary response evaluation system over a mandatory response system based on evidence showing a negative bias for mandatory reporting.

**Model Clinical/Priorities for Upcoming Years**

Jackie reviewed with the council the model clinical budget and explained that in the past funding from Teacher Ed/Distance Ed had been used to supplement the model clinical budget. These additional funds are no longer available for model clinical support. The funds are being used to support the hiring of academic advisors for distance ed students. Jackie requested feedback from the council on how model clinical dollars are spent in the future and invited council members to attend the next model clinical advisory council meeting.

**SCALE Learning to Teach, Learning to Serve**

Jackie provided handouts to the council on the SCALE program, incorporating service learning into course content. Jackie has incorporated this program into the Teaching Fellows seminar and encourages others to consider doing so.

**Scholarship Updates**

Jackie reported that twenty-seven PEC and FTNC scholarships, each in the amount of $6500, were awarded to Western students. There is scholarship funding still available which special programs will advertise to students. A
teaching fellow was one of fifteen recipients nationally awarded a $1500 scholarship this past week.

**Faculty AFE Files  David C.**
In order to prepare faculty for the AFE process, David C. provides each faculty member with a folder of handouts explaining the process and expectations at the first HHP department meeting of the academic year. David provided council members with copies of the handouts which the council then discussed.

**Grad Assistant Assignments  Jacque**
Jacque asked the council if there were any graduate assistants available to be assigned to ELF for faculty research. David M. and Lisa stated that they may have an assistant that could be assigned to the department.

**Collegial Review Council (Dept TPR Committees)  Michael**
Michael asked the departments to notify him with the names of the department TPR committee members as soon as elections are held so that a CEAP representative can be selected to serve on the Collegial Review Council.

**Procedures for Fixed Asset Inventory Management  Michael**
A copy of the Fixed Asset Inventory Policies and Procedures was distributed to all council members. Michael asked each unit to disseminate this information to faculty and staff. Michael reminded the council that any piece equipment approved to be removed from campus must be checked out annually. Each unit was requested to complete new permission forms for this academic year in accordance with our FAI policies and procedures. A copy of the completed form must be provided to the Dean’s office by September 30. Michael requested that any equipment moving from one office to another be coordinated through Brandy Cody.

**Fixed Asset Inventory File  Jacque**
Jacque provided the council with a copy of the spreadsheet that ELF maintains on its equipment as an example for other units to adopt. ELF was cited as being on top of its inventory during the last CEAP inventory.

**Faculty Working With Admissions in Recruitment  Michael**
Council members were asked to bring names of faculty to work with admissions in recruitment. They are as follows:

**BKEMGE:**
- BK - Tom Oren
- BK back up – Cathy Litty
- Elementary – Patricia Bricker
- Elementary back up – Bob Houghton
- Middle Grades - Vicki Faircloth
- Middle Grades Back up - Bob Houghton

**Education Leadership & Foundations:**
- Eddie Case
- Back up – Ellie Hilty

**Health and Human Performance:**
- David Claxton
- Back-ups: the undergraduate program directors (Dan Grube, Kadie Otto, Ben Tholkes, and Peg Connolly)

**Human Services:**
- SPED – Marissa Ray
- Back up – Sharon Dole
Faculty Sign Up Document

Faculty members (80%, fixed term and tenure track) are expected to attend one graduation each academic year. Please complete the faculty sign up document for each program in the department and return to Amelia by September 6th.

Missing Fact Sheets

A handout was distributed that listed the missing fact sheets for each program area. Departments were requested to review the email that had example fact sheets and submit these to Dr. Hinson as soon as possible.

Class Overrides

There have been a few instances where students are being added to class without department approval. This is a training issue with Banner and can be traced back by the 92 number if this is found to be an issue.

Call for Case Studies – The American Democracy

Please review the handout with your faculty for participation.

Task List Status Report

Chancellor Task Force on Teacher Supply & Demand

The Task Force will meet in October. The superintendents will be divided into focus groups and will be asked to share their views on teacher supply and demand issues.

Increasing Number of Graduates Applying for Licensure

The IAG report from 2005-2006 shows an increase in graduating students applying for licensure. Thank you to faculty!

Development Priorities

Brett Woods has assisted us with acquiring a new scholarship for our college.

Information

Revised SPA Work Plan Form

An alternate SPA work plan form was emailed to council members for review if members would like to use this form for evaluation.

Hispanic Heritage

Ruth distributed two handouts to the council: a schedule of upcoming events and information on opportunities for instruction in the classroom. This is a good opportunity for our students to experience the Hispanic culture which is a growing population in our region. Please put event flyers out for student viewing. Michael requested that the Leadership Council review the progress of the diversity committee at its next meeting on September 8th.

Assessment Handouts from Melissa Wargo

Handouts were distributed to council members. Michael asked that these handouts be reviewed and to provide feedback.

Provost Updates Newsletter

This handout was sent out electronically to council members. Please pass this information on to faculty.
Department Publication List – Due August 30th
Michael

Please submit department publications from 7/1/05 through 6/30/06 to Michael, copying Mary. Publications are those which have been selected for publication and have been published. Submissions do not count.

External Professional Activities for Pay - Due Sept 15th
Michael

Forms have been sent via email to the council. Please forward this for your unit to the Dean’s office by September 15th.

2006-2007 Faculty Handbooks
Mary

Faculty handbooks were distributed to each unit at the conclusion of today’s meeting.

Standing Updates

Ms. Ruth McCreary – SUTEP – School Services Report
Ruth reported that the search committee for the Assistant to the Dean for IT & Curriculum will be meeting this afternoon. As of today, over 20 applications have been received for this position. This position will facilitate both instructional technology and the curriculum process for our college.

Ms. Jacqueline Smith – Teaching Fellows, Model Clinical, Scholarships
Jackie reminded the council that the Teaching Fellows will have its program review by the NC Teaching Fellows Commission this academic year. The review is scheduled for March. Jackie also thanked Renee for the continued assistance that Renee provides to Special Programs and scholarships by supplying databases of student information.

Important Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>July 31-August 4, 2006</td>
<td>Elementary Science Institute</td>
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<td>August 4, 2006</td>
<td>Summer Commencement</td>
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<tr>
<td>August 15-16, 2006</td>
<td>Beginning Teacher Symposium (UC)</td>
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<tr>
<td>August 17, 2006, 8:30 AM</td>
<td>Chancellor’s Opening Address (FPAC)</td>
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<tr>
<td>August 17, 2006, 1:00 PM</td>
<td>CEAP Faculty Meeting (KL 104)</td>
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<td>August 17, 2006, 3:30 PM</td>
<td>CEAP New Faculty w/Dean (KL 218)</td>
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<td>August 18, 2006, 11:30 AM</td>
<td>Coulter Faculty Center Lunch (Ramsey)</td>
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<tr>
<td>September 14, 2006, 1:00 PM</td>
<td>CEAP Forum - College Name (KL 104)</td>
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<tr>
<td>September 15, 2006, 12:00-3:00 PM</td>
<td>Dept Head Lunch &amp; Planning Session</td>
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<td>September 18, 2006</td>
<td>Teaching Fellows Advisory Board Mtg</td>
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<td>September 25, 2006</td>
<td>SUTEP Annual Meeting</td>
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<tr>
<td>September 27, 2006, 12:00-3:00 PM</td>
<td>Director Lunch &amp; Planning Session</td>
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<tr>
<td>September 29, 2006</td>
<td>Break by the Lake, Lake Junaluska</td>
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<td>October 10, 2006</td>
<td>Teachers of Tomorrow Day, UC</td>
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<tr>
<td>October 12, 2006, 9:00 to 2:00 PM</td>
<td>NC TEACH State Advisory Board Mtg</td>
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<td>October 17, 2006</td>
<td>Guidance Counselor’s Day for Student College Access</td>
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<td>November 3-4, 2006</td>
<td>Passages Retreat (High Hampton Inn)</td>
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<td>November 14, 2006</td>
<td>Issues in Rural Education Conference</td>
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<td>Fall 2006</td>
<td>Scholarly Activity Conference</td>
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The council meeting was adjourned at approximately 11:10 a.m.

Submitted by – Mary Rompf

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