

# College of Education and Allied Professions Leadership Council

The CEAP Leadership Council met on Friday, May 26, 2006 at 8:30 a.m. in Killian 218.

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

**Members absent:** D. Claxton, J. Perlmutter

**Others present:** A. Schlott, M. Rompf

**Announcements** Michael welcomed the Leadership Council and asked members to introduce themselves since there were two new attendees to the council today. Bob Houghton, who will become the 06-07 interim department head for BKEMGE, was in attendance for Jane Perlmutter and Bob Beaudet represented HHP as the acting department head for summer 2006.

**Minutes** Motion and second to approve the minutes of the 5/05/06 meeting. Motion passed.

**Dean's Report** *Task Force on Rationalization.* Michael reported that the Task Force is reviewing the last iteration of the Task Force written report. He expects that the final report will be submitted to the Provost by next Monday.  
*Faculty Ranking DUE June 1<sup>st</sup>.* Please submit department faculty rankings, including rationale, in a sealed envelope to Michael. Rankings will be used to reward faculty members should funding become available.  
*Christa McAuliffe Finalist.* The College of Education and Allied Professions has been selected as one of six finalists for the second year in a row for the Christa McAuliffe Award. The primary area of focus for this year's proposal is the pre-service education component of SUTEP. Notification will be made by September 30, 2006.  
*Department Head/Director Summer Schedules.* Michael asked council members to notify Mary when they were going to be out of the office.

## Discussion

### *Presence on the Web*

### *Jacque*

Jacque and the council discussed the importance of locating our programs on the web. Specifically, Jacque brought up the issues – are we as a college aware of our “Google” presence and do we have a collective understanding of our college website for departments and programs. Ben stated these concerns will be evaluated by the IT committee. He also stated that the university has contracted with mStoner to revamp the university website. His understanding was that there will be templates available for department use. Ben will follow up on the product features and timeline for the university website implementation with

mStoner and report back to the council at the July meeting. Specifically, the council is interested in knowing about website tracking/assessment features.

*Assessment Due May 31<sup>st</sup>/Statistics Update* *Renee*

Most assessment plans have been submitted to Renee however there are a few still outstanding. Renee will be sending all CEAP assessment plans electronically to Melissa Wargo on May 30<sup>th</sup>. Graduation statistics by major has been sent to departments for their review. Teacher work sample and exit criteria data is being updating by major.

*Closet in Room 114* *Lisa*

Human Services wishes to use the closet in Room 114 as a curriculum materials closet. By June 20<sup>th</sup>, council members will look to see if their unit currently has any materials stored in the closet which should be discarded or better organized.

*Faculty Refresh Computers* *Ben*

Ben notified the council that refresh computers for our college have been approved, ordered and arrived on campus. The list of those receiving new computers will be shared with department heads. Brandy will begin the installation process and will attempt to make this a seamless process for the faculty member. She will move existing files to the new computer with the permission of the user.

*Computers for Newly Created Positions* *Ben*

Ben requested that department heads email him with the name and computer preference of new faculty members who will be joining WCU in the fall in order that a computer is in place for the newly arriving faculty member.

*Compelling Reason for Dean/Associate Dean  
to be on Advisory Committees* *Michael*

Michael facilitated a discussion on the necessity for the Dean or Associate Dean to serve on advisory committees within the college. It was expressed by some council members that as new directors it was helpful to have the initial support. Jackie requested that one of the deans continue to provide guidance to Teaching Fellows through the upcoming 06-07 evaluation. Michael asked that Directors update him at their monthly meetings, encouraged committees to seek additional representation outside of the university to broaden perspectives and assured council members that he and Dale would make themselves available as needed to address and greet committees as requested.

## **Task List Status Report**

*Chancellor Task Force on Teacher Ed Committee* *Michael*

The next meeting of the Chancellor Task Force on Teacher Education will be held in the fall. Last year with through group work several initiatives were developed. Stay tuned for more information.

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

No report

*Graduate School Assessment Plan* *Renee*

No report.

*Program Assessment* *Renee*

No report.

*Development Priorities* *Michael*

No report.

## Information

### *R25 Course Scheduling Update*

*Amelia*

Amelia updated the council on the 4<sup>th</sup> run of Resource 25. Council members were asked to review the room attribute list for accuracy and to contact Amelia by email with any additions or corrections prior to the next test run scheduled for June 1<sup>st</sup>. Amelia reminded the council that it was important to keep the attribute list as standard as possible. Selecting additional attributes for a course that are not a “must have” may cause a class to not be assigned a room and added to the “could not be placed list”. Using the Smart Board, Amelia then demonstrated the room scheduler system that she created in Outlook for the college to use to schedule meeting rooms until such times as Resource 25 becomes a live application for administrative use.

### *Copyright/Personnel Information*

*Jacque*

Jacque distributed and reviewed with the council copies of handouts that she received while attending a meeting for new department heads at UNC-GA. Jacque will request an electronic copy of the handouts and forward that on to the council. Jacque highlighted to the group that, for example, a distance learning course that is developed – the employee (faculty member) may be the author of the work however the developed course is owned by the university. Department heads must inform faculty in advance that this activity is considered “directed work.”

### *CEAP Forums: Scholarly Activity/College Name*

*Michael*

Michael announced upcoming forums to the council which he said were in the formative state at this time. Specifically, CEAP will host a panel discussion or a faculty talk on scholarly activity focused on our goal to become the “best comprehensive university.” A second planned forum will be held in response to the Chancellor’s request that we facilitate discussions on the college name.

### *Next L.C. Meeting-July 14*

*Michael*

July 14<sup>th</sup> will be the next summer meeting for the Leadership Council.

## Standing Updates

### Department Heads – Teacher Education Enrollment Growth Targets

Michael reminded the council of the importance of recruitment for teacher education enrollment.

### Dr. Perlmutter - Birth Kindergarten Elementary Middle Grades Education

Bob H. reported two positions in the department have been filled. There are three positions the department is currently working on to be filled.

### Dr. Jacobs – Educational Leadership and Foundations

Jacque reported that the MSA online is getting a lot of attention. Currently there are over 100 students enrolled in the program. During the last week of June, ELF faculty will be participating in the summer institute for international principals on *Building Community*. Attendees will include people from Colombia, Jamaica, Dominican Republic, Nicaragua, Guatemala, and Mexico. In July, ELF faculty will co-sponsor, with the Principals Executive Program, a week-long summer institute on *Teacher Recruitment and Retention* for NC principals.

### Dr. Claxton - Health and Human Performance

Bob B. reported that the tenure-track health position has been filled. The department is currently conducting a search for an annual position.

Dr. Bloom - Human Services

Lisa reported that the department positions have been filled. Kelly Kelley has accepted the severe disabilities grant coordinator position and she will teach part time.

Dr. David McCord – Psychology

David reported that the department had a productive retreat during which as a group the department articulated its desire to remain in the CEAP.

Dr. Carpenter - NCATE/DPI

Dale reported that next week a delegation from Western would meet with other university system representatives in Chapel Hill to discuss the issue of tracking our teacher education students. This meeting is a result of the awareness and support of general administration to find solutions to better identify, support and grow our teacher education students to respond to the need for teachers in our state.

Ms. Renee Corbin – Assessment

No report.

Dr. Greta Freeman - Field Experiences

Greta reported that another semester has been successfully completed. Most student interns have already been placed for fall semester. Greta told the council that she will be leaving WCU in July to take a position at an institution in South Carolina. Dale thanked Greta for her many contributions to Western.

Dr. Ben Coulter – Instructional Technology, Inventory

Ben reported that results of the college-wide inventory will be available soon. Ben is working with Brandy on setting up a database and procedures for specifically for our college which will allow him to give units individual inventory print outs. On June 27<sup>th</sup> Ben will provide a technology training workshop for our distance education advisors.

Dr. Elaine Franklin – Center for Math and Science

Elaine is excited to be working collaboratively with UNC-Chapel Hill Research Laboratories to develop and present teacher workshops for Archaeology Days and the Hardaway Exhibit. This project is sponsored by a grant received from Alcoa. The center is also actively planning and preparing for its grades 3 – 5 summer science institute.

Ms. Kim Elliott – Rural Education

The office is currently working on its June Legislators' School and September Break by the Lake programs. As a result of ORE's advisory committee recommendations, the office is planning two new initiatives: A Guidance Counselor's Day at WCU to Assist Their Students with College Access and a conference on Issues in Rural Education which will involve at least 20 partnership schools and others.

Ms. Ruth McCreary – SUTEP – School Services Report

Ruth reminded the council that school service reports were due by June 1<sup>st</sup>. There will be at least 100 teachers for the Beginning Teacher Symposium being held in August. This year principals have been invited to attend the first day and they will be able to earn 1 CEU for retention/recruitment.

Ms. Jacqueline Smith – Teaching Fellows, Model Clinical, Scholarships

Jackie distributed a list of 15 students who are the recipients of the FTNC and PEC scholarships. Each student will receive \$6500. There will be 42 freshman teaching fellows coming to WCU this fall. The North Carolina Teaching

Fellows Commission is considering the addition of 4 new host campuses which will make recruitment increasingly important to us in the future.

**Important Dates**

**May 31, 2006**

**June 1, 2006**

June 15, 2006

June 11-30, 2006

June 11-16, 2006

June 17-23, 2006

June 24-30, 2006

July 5 – August 2, 2006

July 24-28, 2006

July 31-August 4, 2006

September 29, 2006

October 10, 1006

October 17, 2006

November 14, 2006

**Assessment Plans- University Planning  
Faculty Ranking Due**

Mark/Remove Items from 114 Closet

Legislators' School

Legislators' School Staff Training

Legislators' School- Middle School

Legislators' School- High School

NC Teach Summer Institute

Elementary Science Institute

Elementary Science Institute

Break by the Lake, Lake Junaluska

Teachers of Tomorrow Day, UC

Guidance Counselor's Day for Student  
College Access

Issues in Rural Education Conference

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.