I. ANNOUNCEMENTS

Dr. Dougherty - Chancellor’s Task Force on Teacher Supply and Demand – I have asked the Director’s to work with the department heads to plan the meeting which will take place on September 22. The Director’s will continue to meet monthly; all centers are working to support our initiatives, especially teacher education recruitment. Dr. Dougherty asked that the department heads plan to present their enrollment growth plans at a Leadership Council meeting. After study our enrollment growth plans we will decide on our initiative. Dr. Dougherty has asked Mr. Ken Prohn, director of the Teacher Support Grant to participate in the Director’s group; this will serve to integrate the program in the mainstream of the college.

Dr. Perlmutter – BKEMGE - we have more hours to add another math class, two early childhood curriculum classes and 1 for special ed.

Ms. Jacqueline Smith - Teaching Fellows – increase in enrollment – 11 additional students have accepted brining our total to 37 new teaching fellows.

Dr. Bloom – Human Services – CDSA will be moving this fall; they will no longer be part of college, or the university. This brought up the issue of the inventory; Dr. Dougherty suggested that Dr. Coulter call Mr. Rich Kucharski on how best to handle the tagged items for this program.

II. MINUTES

Minutes will be forthcoming

III. GUESTS

IV. DEAN’S REPORT

Dr. Dougherty introduced the members to the new Leadership Council Binders and briefly explained how they would be utilized. Dr. Dougherty reminded the members to be timely in responding to the call for agenda items.

Dr. Dougherty informed the members that good progress is occurring in preparing Killian 232 and space in Belk (6 offices) for new faculty offices. The university has been very responsive in meeting these needs.

Dr. Dougherty thanked Drs. Perlmutter, McFadden, Bloom and Jacobs on their response in creating new courses in a timely fashion in an attempt to bolster enrollment. Courses were created for first time only graduate students to be provided with a scholarship. This is a nice
way to reward school partners and to get people into the graduate program. Ms. Patsy Miller in Asheville is the point person on this initiative.

Salaries – everything still at office of the president – we should know something by next week. Faculty salaries will be a merit based systems, SPA will not be. The Deans are meeting with Dr. Carter on Wednesday and do not know yet if there will be new dollars.

College Restructuring – College of Arts and Sciences, and College of Applied Science due to growth are in the process of restructuring, Dr. Dougherty will forward to the member the report from Dr. Brad Sims and Dr. Laura cruise presented on restructuring. Dr. Dougherty informed the members there would be a college meeting on this, Dr. McCord felt it will be a hard sell to have persons attend a meeting regarding a subject that currently does not affect our college, Dr. Claxton state he would encourage people to attend as Recreational Therapy has a lot in common with Physical Therapy – and he would like an opportunity to let people know that.

V. STANDING UPDATES

Department Heads – Teacher Education Enrollment Growth Targets

Dale Carpenter – NCATE/DPI Dr. Carpenter informed the members that Dr. Jacque Jacobs will chair the Conceptual Framework committee in preparation for NCATE/DPI accreditation visit. Ms. Renee Corbin will attend training for NCATE later in September and will shadow a state visitation team in preparation for our visit. Dr. Lisen Roberts is co-chair for Field Experiences – graduate.

Ruth McCreary – SUTEP –Continue to be involved in a lot of things, Harris Elementary school in Rutherford County is a new partnership school, bring our total to 74 schools in 15 systems – we are growing.

Greta Freeman – Field Experiences Dr. Freeman spoke with Rich Kucharski regarding evaluations for early field experience, and was informed that teachers need to know in writing that their evaluations are shared with students. A sentence will be placed on the evaluation that students will have access. If negative, they may receive a copy.

Jacqueline Smith – Teaching Fellows, Model Clinical, and Scholarships – Ms. Smith shared with the members that a date in spring to submit proposals to Model Clinical has been determined to be March 20th. The forms have been revised, sent and members should be receiving any day. A deadline date of September 26 has been set for anyone who did not have a opportunity to make a spring request. Ms. Smith will be meeting with Arts and Sciences on September 22nd to determine ensure that support is provided to each department that has a teacher education program. Ms. Smith requested assistance from them members in the form of serving on an advisory council which would set the process for prioritizing the requests. It is important to have a process/system in place to ensure the program stays within budget. One of the priorities is to ensure that faculty teaching a distance ed course have a teaching cohort. Dr. McFadden pointed out that it would be highly desirable to have a cohort teacher for online courses. Ms. Smith then asked the members to send their current scholarship applications to her so that they are available when students stop by her office. The deadline to have dates changed on the departmental applications is December 1. Teaching Fellows office process the applications for all departments, determine GPA eligibility.
Ms. Kim Elliott – Rural Education – Ms. Elliott announced the dates for Teachers of Tomorrow, October 19 at the UC, and Break by the Lake is scheduled for September 23; we need the departments involved. Ms. Elliott also reported to the members that the MSA online is very beneficial; Allegheny, Avery and Asheville are very responsive. Ms. Elliott reminded the members that her programs area is not limited as they are mandated to cover 49 school systems which provides a great opportunity to promote all the good programs of CEAP. Ms. Elliott announced that her area has taking on the task of coordinating the Rural Urban Exchange program.

Renee Corbin – Assessment – next week Chalk and Wire demonstration has been scheduled for Tuesday, August 30 in Killian 104 at 12:00 and on Wednesday, August 31 at 12:00 in Killian 104, a demonstration of TaskStream. Observation sheets will be provided for all participants, additionally at the bottom of the observation sheets are the times noted for discussion meetings, please remind your faculty. Dates for discussion are September 1 and September 6. Ms. Corbin communicated this information to the College of Arts and Sciences. Ms. Corbin informed the members that we hope to make a decision on the software by October 1. Ms. Corbin spoke with Scott Higgins regarding the assessment plans, Ms. Higgins is amenable to working with the college on the format, and it is good news that we would not have to report in two different methods. Another announcement is that the University is getting an Assessment Director. Dr. Dougherty praised the members on the college’s assessment status. The SACS standards state requires that each department must have assessment plans. Dr. Dougherty reminded the members to that important dates should be communicated to Barbara Chapman for inclusion in the Leadership Council agendas.

Ben Coulter – Instructional Technology, Inventory - Dr. Coulter updated the members on the laptop cart that will be delivered to Blue Ridge Community College with will support Dr. Bob Houghton in his class. Dr. Coulter told the members that Inventory is going well – will not know where we are until all departments are done. September 1 is the deadline to have a total count; Dr. Coulter will follow up with the members individually on any issues. Items that are unaccounted for will be marked as missing. Dr. Coulter stated that “this is a physical” inventory and in lieu of the person bringing in the items, a home visit could be arranged. Dr. McCord asked about the new IT capabilities of MYCATE, stating that it was highly redundant but overall far easier to use. The members will invite Dr. Coulter to come and speak with their faculty about its possibilities and potential. Dr. Dougherty reminded the department heads that it was their responsibility to decide the number of seats for students per class.

VI. TASK LIST STATUS REPORT

Dr. Dougherty shared with the members that this portion of the agenda/meeting is an opportunity for each department would provide a brief update on what they are doing to meet their enrollment growth targets.
VII. DISCUSSION

CLARIFICATION OF GRADUATE ASSISTANT ROLE  

Dougherty

Dr. Dougherty informed the members that it is important that we use our graduate assistants in a manner that enhances their educational experience. Dr. Dougherty called upon Dr. McCord to relate how graduate assistants are utilized in the Psychology Department. Dr. McCord shared that the students are matched to assignments in the department, some are research some are teaching assistants and one is a clinic coordinator. Teaching assistants handle student complaints initially about grades which leaves the faculty as the court of appeals. Dr. Dougherty told the members that procedurally the process for the next academic year would be that a graduate assistant working in the IT Lab would be legitimate as they would be mentoring students. Dr. Dougherty invited those members who had tasks they wished to assign to a graduate assistant to send him description of the task and together they would determine the legitimacy of the task for a graduate assistant. Dr. Dougherty announced that there would be no graduate assistants working in the Dean’s office. Dr. Dougherty urged the members to check the number of work study student hours assigned to their area and to make the best use of those assigned hours.

DEVELOPMENT PRIORITIES  

Dougherty

Dr. Dougherty informed the members that his office is in the middle of revising development priorities, a copy of the new format was provided in the binders, Dr. Dougherty encouraged the members to share this copies with Dr. Bell in the Reading Center, Dr. Jacobs in the Speech and Hearing Center, Mr. Ken Prohn in Teacher Support Center Ms. Janice Holt in Beginning Teacher Support Centers. As you look through this, think of your department needs, what are your priorities, what would your requests look like, what do you need. Dr. Dougherty would like the requests, changes, etc. sent to his office by October 1. The format will be determined by the requests; you may send an e-mail message to Barbara Chapman with your requests/changes.

ADVISEMENT FOR UNDERGRADUATE AND GRADUATE STUDENTS  

Carpenter

Dr. Carpenter reminded the members of some key points on advising, 1. Students should be encouraged to look at the audit, too many are short requirements; usually in liberal studies. 2. Students cannot receive credit for the same course twice, and if students do not complete the Repeat Course forms their GPA will not be updated. 3. Transfer students are a big issue, typically students who have and AA or AS in Arts and Sciences have met our requirements. An AAS does not automatically meet LS requirements. They do if they take 44 hour general education core. The community college must verify completion of the 44 hour general education core.
“GEAR UP” – FEDERAL GRANT
Ms. Elliott is informed the members of a current GEAR UP grant award to 5 school systems in our area, the amount received was $5 million, Ms. Elliott feels we could be involved in sub contract, while we won’t benefit from the $5 million, we could benefit from subcontracting for tutoring assistance. Next year, we should partner with school systems in writing a GEAR UP grant.

ACCEPTING COMMUNITY COLLEGE PSYCHOLOGY COURSES IN TEACHER ED
Dr. McCord reminded the members that we cannot accept transfer students who have not taken Child Development or Educational Psychology, but we must accept Lateral Entry or Licensure Only candidates who have not taken those courses. Dr. McCord pointed out that while there are cogent arguments for consistency in accepting all transfer students, the key word here is quality. Dr. McCord asked the members if they would accept the equivalents for PSY 320 and PSY 321 for transfer students, the members voted no, not to accept for transfer, but will accept for lateral entry. Dr. Carpenter voiced a concern in that the public schools feel we are putting up barriers for teacher education candidates, and wanted to express that there is a need for a good rationale for equity defense.

VIII. Information

PUBLIC SCHOOL PARTICIPATION IN EARLY FIELD EXPERIENCES
Dr. Freeman shared with the members important information on the support provided to our students by our partnership schools. Approximately 1200 students are placed with our schools for student teaching internships. Public school teachers work with us to support our students, we have good partnerships – Dr. Freeman, Ms. Elliott, Ms. McCreary and Ms. Smith are constantly in the school systems, our relationships with public schools has always been great, but what can we do to provide more incentives for teachers to take students? Should there be a financial incentive, i.e. if you take a intern you receive a 1 credit graduate course? Dr. Dougherty reminded the members that our public school people are to be treated as colleagues and friends.

STUDENT RESEARCH – RESPONSIBILITY TO PROVIDE FEEDBACK TO DATA SOURCES
Dr. Carpenter briefly explained that if you are utilizing public schools to collect research data, share the data with the school.
GRADUATE AND PROFESSION SCHOOLS FAIR

Carpenter

The fair is scheduled for Wednesday, November 21, CEAP will have a table. Please send brochures or if you want your own table you may register online. Please respond to Dale with your plans by September 9.

RECRUITMENT FOLDER

Chapman

Ms. Chapman shared with the members a prototype recruitment folder she developed to provide a “one stop shop” for the processes, forms and reports needed to successfully recruit faculty. Dr. Dougherty reiterated to the members the need to do a thorough job prior to bringing candidates to campus, i.e. applicants must know the salary, and references must be checked. Dr. Dougherty urged the members to choose search chairs carefully. The members expressed concern about the proposed amount of money that will be available for searches. Dr. Dougherty assured the members he would get clarity on the search budgets.

Respectfully submitted,

Barbara A. Chapman,
Recording Secretary