College of Education and Allied Professions Leadership Council

The CEAP Leadership Council met on Friday, October 27, 2006 at 8:30 a.m. in Killian 218.


Members absent: K. Elliott – Kim is serving on the Western Region Teacher of the Year Selection Committee today

Others present: K. Corzine, M. Rompf

Guest Speaker – Mr. Keith Corzine, Director of Residential Living spoke to the council about the “Faculty in Residence Program”. Keith discussed a current opportunity for a faculty member interested in living on campus to assisting other faculty in adjusting to and interacting with the university community. This program offers the benefit of free housing and a free meal plan. Please direct any faculty members who may be interested in this opportunity to Keith.

Announcements Michael and Ruth thanked those council members who participated as volunteers with Asheville Buncombe Education Coalition annual benefit fundraiser.

Minutes Motion and second to approve the minutes of the 10/13/06 meeting. Motion passed.

Dean’s Report Michael reported the following:

- Second year reappointment reviews have been completed. Candidates should be informed of a positive or negative recommendation only. For the upcoming TPR committee meetings, department heads should be on call to answer any questions of the college TPR committee. Mary will advise department heads of future college TPR meetings. Keep in mind that data, including student evaluations of courses, in the faculty member’s file should be easily understandable and meaningful to someone outside of the department. Department heads and senior faculty should nurture newer faculty members with the TPR process and help the faculty member create an appropriate balance among teaching, research and service responsibilities.
- Thanks to Linda Raxter for working on the college website in terms of diversity.
- Michael introduced Colby Deitz as our new college consultant for IT. To contact Colby please do so by email. For emergency needs, please call the IT help line.
- Michael reviewed last year’s college-wide publications with the council.
Discussion

Student Concerns

Some programs have mentioned that there may be students for whom there are concerns. One department discussed that they have a systematic program where faculty will meet to address concerns as a broad issue then address specific issues through the advisor who can direct the student to a specific mechanism equipped to provide the student with assistance. Other departments stated that they address student concerns/issues on a case by case basis. Lisa, with assistance from other department heads, will work on putting together a template for assisting students. At a future meeting the council will address what we are doing to assist students who are having problems and to address those concerns early on as a part of our assessment system.

School Services Report Data Collection

Ruth
Ruth distributed report forms to the council along with directions to point to the form location on the college website. It is important for the college to report all of its support involvement with the P-12 schools. Faculty may submit the report form at any time. ELF faculty members keep the form on their desktops to track activities as they are performed. This is also a part of the faculty’s AFE. Directors may use TaskStream to report their activities by highlighting school services activities on the report. For annual reporting, the impact of the school services must also be reported.

Ruth announced that Deollo Johnson, will come to Western on November 15th to discuss diversity with our students in two sessions. Deollo has been a keynote speaker at Closing the Achievement Gap. Information posters were distributed to the council. Please spread the word to faculty and students about this important event. Michael asked that department heads invite faculty members to bring their classes to these sessions. The council also discussed following up with students for post session discussion/impressions. Ruth will explore the feasibility of inclusion for distance learners.

Timeliness of Requests for Attendance at Events*

Michael
Please review the request form distributed for attendance by the Provost, Chancellor, or a member of the Provost office to an event in the spring. If you have a request that you wish to submit, please turn in this form to Mary by November 15th.

TV/ VCR combos – surplus

Michael
There are several older TV/VCR units in the closet which will be sent to surplus if not claimed by a department by November 3rd. Please contact Mary if you wish to relocate one of these units to your department.

Credit for Experiential Learning

David C.
The council discussed the portion of the university catalog which describes the process for requesting credit for experiential learning. Michael will investigate this and report at a further date to the council.

Expansion of MAEd in CC Teaching – Math/Sci

Jacque
ELF faculty members have put together a white paper on expanding mathematics and science faculty in the community colleges. The deans will be discussing this proposal and then faculty will also have the opportunity to explore this proposal.
Robert Lee Madison Scholarship
Jackie
Jackie asked for feedback on rotating the R.L. Madison scholarship amongst departments every two years which the council agreed was a good idea. This scholarship is awarded to students from Western North Carolina. Jackie reminded the council of the December 1st deadline for scholarship applications. Please continue to remind junior and senior level students of the opportunity to apply for the FTNC scholarships. This program which began last January awards $6500 scholarships to students who will teach secondary math and science.

Getting Support for Publicity
Jacque
Jacque asked the council if there is a mechanism to increase our visibility through the public media. Michael reiterated that if there was good news to be shared, one should draft the information and send to Bill Studenc.

IHE Report
Renee
Renee reminded the council that when responding to requests for student information and emailing student information on campus, only use the last four digits of the student id. Student information being sent off campus should be sent by a disc and not through email. Renee discussed the IHE report with the council. The following was noted:

- Enrollment is the highest ever
- WCU average admit GPA is 3.47- the highest in UNC system
- 95% graduates were licensed last year (improved from 84% the year prior)
- Completer satisfaction rate done by DPI shows the average response rates for Western higher in satisfaction than any other school in the UNC system
- Enrollment trend for graduate students has increased 2.5 times – current enrollment is 603.
- For graduate students -mean GRE and GPA are the highest in the state (3.83)
- Graduate program completer satisfaction is higher than that of employer. Western is higher than state average.

The council discussed how this information should be put out to the public and explored putting facts on our web page, information on posters in the college and notifying admissions. Brainstorming how to use data with our audiences will be added as an agenda item for the next Leadership Council meeting.

What is “Regular Basis” for Working in Schools?
Michael
The council addressed this question and determined that a student who is in early field experiences such as EDCI 231(16 hours) will be considered regular basis. These students will be required to complete an initial background check prior to working in the schools. Students later participating in a practicum, student teaching or working in internship II will be required to submit to a follow-up background check prior to beginning their assignment. Logistics will have to be worked out on how the background check information will be disseminated. The cost of the background checks will be the responsibility of the student.
Botner Award Nomination Guidelines*  Michael
This year we will utilize the same procedures that were put into place last year. The guidelines have been updated and were distributed to the council. Departments are responsible to submit the name of their nominee to the Dean by February 1st. Nominee files must be submitted to the Dean’s office by February 15th for the college committee to begin review of the nominees.

Task List Status Report

Common Assignments  Department Heads
We are good on undergrad assignments and are working on graduate assignments. Dale will send out common assignment templates to graduate faculty which they may adapt for their use. Please make this a priority for completion.

Chancellor Task Force on Teacher Ed Committee  Michael
At the Chancellor’s Task Force on Teacher Supply and Demand, superintendents provided useful information on teacher induction.

Increasing Number of Graduates Applying for Licensure  Dale

Development Priorities  Michael
Brochure should be available for distribution to the council by next meeting.

Information

ATE Responds to Levine Study*  Michael
General Administration Priorities*  Michael
Leading the Way in Accountability and Access*  Michael
Charge to the University TPR Committee*  Michael
Service Learning Faculty Fellow 07-08(email handouts)  Michael
Please review all handouts especially the Charge to the TPR Committee document. This should be a guide to what is done at the college level.

*Handouts

Important Dates

November 2, 2006  Kappa Delta Pi Initiation
November 3-4, 2006  Passages Retreat (High Hampton Inn)
November 8, 2006  Psychology Colloquium
Dr. Robin Kowalski, Clemson University Cyber Bullying: Who Does What to Whom with What Effect?
November 10, 2006  Leadership Council Meeting
November 15, 2006, UC Theatre  Deollo Johnson, Diversity Speaker
November 15, 2006  Request for Attendance Forms Due
November 16, 2006, 4:30 PM  Diana Beasley, NC Teacher of the Year Guest Speaker, UC Theatre
December 1, 2006  Leadership Council Meeting
December 1, 2006  Scholarship Deadline
December 1, 2006  Scholarly Productivity Luncheon
December 15, 2006  Leadership Council Meeting
January 5, 2007  Leadership Council Meeting
January 19, 2007  Leadership Council Meeting
February 1, 2007  Botner Nominees Due to Dean
February 2, 2007  Leadership Council Meeting
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<td>February 15, 2007</td>
<td>Botner Nominee Files Due to Dean</td>
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<td>February 16, 2007</td>
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The council meeting was adjourned at approximately 11:00 a.m.

Submitted by – Mary Rompf

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