

College of Education and Allied Professions Leadership Council

The CEAP Leadership Council met on Friday, March 30, 2007 at 8:30 a.m. in Killian 218.

Members present: L. Bloom, D. Carpenter, D. Claxton, R. Corbin, M. Dougherty, K. Elliott, B. Houghton, K. Hunt, D. McCord, L. Nickles, J. Smith

Members absent: E. Franklin, J. Holt, J. Jacobs, R. McCreary

Others present: M. Herzog for ELF, M. Rompf

Announcements Kim announced there will be three candidates on campus for the Curriculum Specialist for Diversity position beginning next week. A schedule for the candidates was distributed to the council. Michael asked the council to encourage and promote attendance at the candidates' presentations.

David C. announced that the BKEMGE department head candidate has withdrawn from consideration.

Lisa announced that CSD has a very strong candidate.

Jackie thanked everyone for their participation with the Teaching Fellows visit which went very well. The commission was very impressed with the program at Western. Jackie also updated the council on the OPT award process. It was decided that the cooperating teacher and the university or academic supervisor could nominate which would allow more involvement for the College of Arts & Sciences. It was also decided that M.A.T. students can qualify for this award if they have a cooperating teacher in the school system. The Cecil Cosper Award was discussed by the council and it was suggested that in the future there should be an award given to an undergraduate and a M.A.T. student.

Minutes Motion and second to approve the minutes of the 3/16/2007 meeting. Motion passed.

Guest Speakers **Erin McManus**, Pre-College Coordinator

Erin McManus spoke to the council about the Pre-college program that she coordinates at Western through the Center for Math and Science Education. This award-winning program came to Western's campus in 2007. The Pre-college program targets low-income first generation college students, minorities and females with an average of 2.5 GPA or higher. The program hopes to accept 125 students into the program for the 07-08 academic year. The Program will host the Saturday Academy, the Summer Scholars Program, and an annual awards ceremony. The program will also participate in the Mathematics Science Education Network day (host date for Western is 2009). The Pre-college Program promotes parent involvement through P.I.E. (Parents Involved in Excellence). Statistics show that 97% of students enrolled in the pre-college program

attend college with an 82% rate majoring in mathematics or science. Michael encouraged the council to look for linkage with Erin.

Dean's Report

Michael

- *Recruitment and Retention - University-wide Initiatives.* This will be one of the major initiatives of the university. The freshman to sophomore retention rate is the lowest in the university system.
- *P.A.C.E. Efficiency Study.* Academic affairs will do a shadow budget system for the university. A budget model is expected to be developed and we expect the model to be aligned to university priorities and strategic initiatives.
- *“North Carolina Funding Priorities” handout.* This was distributed at Council of Deans yesterday. Michael asked the council to review.
- *Banner Finance Workshop* today at 2 pm in Belk 406. Please encourage attendance.
- *SACS* will begin the accreditation visitation for Western on Monday.
- *CIP codes* are due Monday, April 2nd to the Provost Office.

Discussion

Council Members

Course Offering Matrix

David C.

David distributed a handout on course offerings to the department heads. The council discussed that the purpose of the matrix being developed is to address these two issues: 1) access to required classes for a specific program and 2) retention of our students.

Campaign for Western Carolina University

David C.

David has met with two departments to discuss the university campaign. He is scheduled to meet with the other departments. The internal campaign is in full swing. The goal is 100% participation.

Teacher Recruitment Plan Workbook, Update & Report on Production Targets (email)*

Michael

Thank you to faculty and staff for responding with feedback on the teacher recruitment plan. The document has been completed and will be submitted to General Administration today. The plan update that was sent to the council via email is a history of how we got to where we are and where we are headed. The leadership council should become very familiar with this document. Michael reviewed the Report on Production Targets with the council and highlighted that Western was listed as the fourth largest graduate of SPED teachers; however, the college has low numbers for math and science education graduates. Ray Barclay has been instrumental in reviewing the target data. Factoring the Jamaican students we missed our total target by 2.5%. Michael asked each department to conduct faculty discussion of plan

Erskine Bowles' Concerns for Teacher Education

Michael

In review of the Report on Production Targets, Erskine Bowles has communicated his concerns about teacher education goals to each university chancellor. For Western, concerning areas in the report were low production of math/science educators and a reduction in teacher education enrollment. There are two issues: 1) properly tracking students and 2) what are we doing to retain students in our programs. Michael stated to

the council that we need to nurture our students, be creative about promoting our programs and keep our current students. Retention is built on relationships.

AFEs/Faculty Rankings

Michael

- AFE's must be turned in by May 1, 2007.

Security of Student Information

Renee

Renee reminded council members of the importance of keeping records locked and secure. Each unit was asked to review its security.

LSYLD Service Learning

Kim

- Wednesday June 20, 2007- Middle school students
- Wednesday June 27, 2007- High school students

Kim distributed a handout on student service learning days included in this year's legislators' school. Please contact Lena Richie if you have some assignments applicable to service learning.

Inquiring Minds Summer Enrichment Day Camp

Kim

A brochure on the Summer Enrichment Day Camp was distributed to the council .

Accreditation Costs/Service Contracts

Mary

An email will be sent by Monday, April 2nd, to council members with last year's submissions. Please review for edits and additions and return to Mary by Monday, April 9th.

Honors and Awards

Michael

Michael reminded the council that the Honors and Awards ceremony is scheduled for April 24th. Departments were asked to be sure that students receiving awards have been invited to the ceremony.

Task List Status Report

Campaign for Western Carolina University

David C.

Chancellor's Outstanding Teacher Award

Jacque

Fixed Asset Inventory

Lee

If you have not turned in your 10% inventory for the month of March please do so right away.

Tracking Department Research Interests

Lee

Common Assignments

Department Heads

Increasing Number of Graduates Applying for Licensure

Dale

We have significantly increased the number of undergraduates applying for licensure.

Development Priorities

Michael

Homeland Security Verifications

Michael

Award for Non-Alternative Completers

Jackie

Information Please review the following handouts.

Department Evaluation of Department Head Due April 2

Michael

Update on Strategic Planning Process (* email)

Michael

Model Teacher Education Consortium Flyers *

Janice

Curriculum Specialist for Diversity Candidates Schedules

Kim

Important Dates

March 25, 2007	Scholarship Acceptance and Thank You Letters Due to OSP
March 30, 2007	Deadline for Completing University Alumni Questions to Melissa Wargo
March 30, 2007	Leadership Council Meeting
April 2, 2007	Department Head Evaluation Due
April 2-4, 2007	SACS Visit
April 15, 2007	Budget Decisions Due from Provost
April 17, 2007, 11:45 - 1:00, KL 104	Dean's Appreciation Luncheon
April 20, 2007	Leadership Council Meeting
April 23, 2007, 5:00-6:00p.m., Grandroom	Teacher Appreciation Celebration
April 24, 2007, 4:00-6:00p.m., KL 104	CEAP Honors and Awards Ceremony
April 26, 2007, 3:30	Beginning Teacher Focus Group
May 4, 2007	Leadership Council Meeting
May 12, 2007	NC Teach Orientation
May 15, 2007	Due Date for Major Assessment Annual Reports to Melissa Wargo
May 18, 2007	Leadership Council Meeting
June 1, 2007	Graduate Assistantship AA15s, Job Description & Cert. Statement Due
June 1, 2007	Tuition Waiver Request Forms Due to Graduate School for Students on Tuition Waivers
June 1, 2007	Graduate School Reports Unfilled
June 8, 2007	Assistantships & Waivers to College Deans for Redistribution
June 15, 2007	Unfilled Graduate Assistantships Revert to Graduate School for Reallocation
June 20, 2007	Leadership Council Meeting
June 27, 2007	LSYLD Service Learning/Middle School
June 25 – July 25, 2007	LSYLD Service Learning/High School
	NC Teach Institute

The council meeting was adjourned at approximately 10:15 a.m.

Submitted by – Mary Rompf

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