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David C. announced that the BKEMGE department head candidate has withdrawn from consideration.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

- **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**

**Course Offering Matrix**

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 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**

Michael & Report on Production Targets (*email*)

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 forth 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 our 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
- **Department Heads**
- **Common Assignments**
- **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
Letters Due to OSP

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 Assistantships & Waivers to College Deans for Redistribution

June 8, 2007
Unfilled Graduate Assistantships Revert to Graduate School for Reallocation

June 15, 2007
Leadership Council Meeting

June 20, 2007
LSYLD Service Learning/Middle School

June 27, 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.