

## College of Education and Allied Professions Leadership Council

The CEAP Leadership Council met on Wednesday, May 22, 2013, at 9:30 a.m. in Killian 202.

**Members present:** D. Brotherton, D. Carpenter, R. Corbin, K. Corzine, M. Decatur, D. Grube, A. Malesky, D. McCord, L. Nickles, M. Ray, T. Rose, K. Ruebel, D. Strahan, J. Stewart, M. Rompf

Members absent:

**Minutes** Motion and second to approve the minutes dated 5/1/2013 passed unanimously.

**Guest Speaker** Beth McDonough, Assistant Professor/Reference Librarian/Education Liaison

Beth met with the Leadership Council to discuss collaborative opportunities for Hunter Library and the College of Education and Allied Professions. Beth is the library's liaison to CEAP and has been involved in education for more than twenty years. She holds National Board Certification and is currently earning her doctorate in Curriculum and Instruction. Beth explained that as a liaison, her role encompasses three components: teaching (assisting faculty to provide literacy in education research), curriculum resources (oversight for the collection of resources for instructional needs and children's literature) and reference librarian providing research assistance. Beth offered the Council the opportunity to tour the Curriculum Materials Center (CMC) in order to view changes and updates which have occurred over the last few years. She encouraged interest and input from the College membership and noted that the CMC introduction that students experience in EDCI 201 has been successful. Beth is the library liaison for education students. Susan Metcalf is the liaison for CEAP's allied professions.

The Curriculum Materials Center committee is now housed in the School of Teaching and Learning. It was suggested that a formal communication with Beth McDonough occur on a semester basis.

### Announcements

Kim announced that Renee has been selected to participate in the new WCU Leadership Academy.

Dan announced that a new structure has been chosen for the School of Teaching and Learning. There will be a Director and Associate Director and five program directors. Roles and responsibilities are currently being defined. This structure/model will be geared at streamlining operations and adding efficiencies. A committee of senior faculty will assist Dan with the selection of the STL Associate Director. The new structure is expected to be in place by the end of June.

### Dean's Report

An on-going committee, comprised of membership from the prior Provost search, has begun the search for a new Provost. The target date to fill this position is January 1<sup>st</sup>. Beth Lofquist will become the Interim Provost on June 1<sup>st</sup>. Mark Lord will stay in his role as Interim Associate Provost until July 1<sup>st</sup>. A search committee has been formed to fill the Associate Provost role. Additional searches to fill vacancies within Academic Affairs (Vice Chancellor for Student Affairs, Dean of the Graduate School, etc.) are also on-going.

College building projects are on-going. KL 108 will not be able to be turned into a distance learning lab due to electrical deficits in the Killian building. SMART TVs will be put in Reid 130 and two rooms in McKee. The Reid Student Commons will soon be complete. Lighting has been replaced in Reid classrooms 108, 109, 112. The carpeting in the Reid Fitness Center will also be replaced. Furnishings have been ordered for McKee G36; renovations to this area are pending.

The College is pursuing a one-stop student service center on the second floor of Killian. Faculty who currently occupy office space in the proposed designated area are being asked about possible relocating to alternative space. This area would house the Associate Dean, TRACS, OFE, Licensure, and Assessment. This proposal is based on recommendations of the space committee and responses received from the college-wide space survey.

As follow-up to the university 3% budget reduction exercise, it now appears that there will be a permanent reduction of funding. Last week university units were asked to prepare for a 3.5% reduction. The purpose of the 3.5% request is to have flexibility in cuts versus cuts across the board. Dale noted that there may be other dollars that become available to the College at the same time that permanent funding is reduced.

Elimination of NCCAT is listed in both the Senate and Governor's proposed budgets. If this happens, then the Cullowhee NCCAT facilities will be turned over to WCU. The proposed budgets also reconfirmed that the Teaching Fellows program will not be funded and the budget calls for the elimination of a pay increase for teachers who earn a masters degree. NC is ranked 48<sup>th</sup> in the nation for teacher compensation. The question was raised as to how CEAP can support teachers in the field should these budget cuts occur. It was also discussed that statistical information related to states eliminating additional compensation mechanisms for teachers should be available in order to look at potential impact. Dale will provide additional updates as information becomes available.

### **Search Committees' Update**

Mary Beth announced that two strong candidates were brought to campus for the Office of Field Experiences position. An offer for the position has been made and accepted. The role of this new position will include supervision of interns and data collection in the public schools.

A verbal offer has been made and accepted to a candidate for the MSA position in the Department of Human Resources. One of the distinguished professorship searches is currently on hold due to budget concerns and the other is on-going.

The vacant faculty position in the School of Teaching and Learning has been placed on hold until more is known about the upcoming budget.

### **Business Items**

*Academic Integrity, Program Dismissals, and Recommendation for License*

*Kim*

Kim provided the Council with a handout/reminder template for academic integrity, grade appeals and program dismissals information. She asked that units share this information with faculty members and reminded all about the importance of the 5 and 10 day rules. The College is required to meet with the student and must provide written and face-to-face meetings or in the case of distance students, a written notification and phone call will serve to meet this requirement. With regards to licensure, it is important to deal with issues as they arise as it becomes increasingly difficult to not make a

recommendation for licensure if the student has been allowed to complete an academic program. Kim offered her assistance/involvement with student issues. If faculty notifies Kim of potential problems, this will assist in the identification of students who may have multiple issues (versus a student having issues that go unnoticed). It was recommended that the College engage in a discussion on how to proceed with students who complete a degree program and should not be recommended for licensure.

#### *Assessment Templates and Annual Reports Update*

*Renee*

Renee distributed charts to each department outlining the status of annual reports received from CEAP programs. Two templates were given to department heads. The first shows those programs which have completed all assessment templates from assessment day and the second template shows which programs have completed their annual assessment reports.

Renee noted that in the state budget proposals there was an important link related to reporting which serves to emphasize the need and importance of annual reports in future funding decisions.

#### *Time Away Reporting*

*Dale*

Dale asked that council members update supervisors and direct reports regarding planned time away from the university on a monthly basis.

#### *Space Clean-up and Moving*

*Dale*

There are areas throughout the buildings which should be identified where materials and cabinets may no longer be needed. Dale asked council members to take on one area or project during the summer. The council discussed community areas where there may be questions of ownership.

#### *Prioritization – Annual*

*Dale*

It is expected that the Program Prioritization Committee will post its recommendations to the Program Prioritization website in the next day or so. Dale reported that CEAP has one program recommended for discontinuation: HPE M.A.T./M.A.Ed. There are programs in category three which have action plan recommendations: Shared programs for discontinuation – Spanish BSEd. Tesol programs. Math MAT MAED; Music MAEd, MAT and Chemistry MAEd. Many programs do not have students in them. The recommendations of the Committee will be made public. Then, the Chancellor will review programs (programs may appeal) and final decisions by the Chancellor will be announced by August 1<sup>st</sup>. In the meantime, there are students in programs and applying to programs who are “up in the air”. The plan is to have a website which includes frequently asked questions in order to provide public information to current and future students. The Chancellor has stated that a program prioritization process will occur on an annual basis. It is expected that the committee will make recommendations as to how this process will continue within their report.

#### *Technology Update \**

*Lee*

A list of 13-14 technology purchases was provided to the Council. Dale asked that CEAP’s inventory list/database include purchase order information. Lee recommended that going forward the Council may want to utilize IT’s database in order to capture this data.

#### *Update from Field Directors’ Meeting*

*MaryBeth*

Mary Beth met with UNC Field Directors at ECU last Friday. Main topics discussed were:

**Difficulty in making placements.** Mary Beth noted that all institutions with the exception of WCU pay teachers a stipend ranging from \$100 to \$250 per semester. She recommended that cooperating teachers be offered a stipend to attend orientation.

**Background checks.** Processes vary at institutions. The group discussed making procedural recommendations at the state level and will make a proposal of recommendations for discussion by the UNC Deans Council. School system requirements affect these processes.

The Directors will meet again at Teacher Ed Forum in September to continue the discussion, sharing of information, documents and processes.

*\* electronic handout*

## **Important Dates**

### Leadership Council Meetings

Wednesday, May 22, 2013, 9:30 AM  
Wednesday, June 19, 2013, 9:30 AM  
Wednesday, August 7, 2013, 9:30 AM  
Wednesday, September 4, 2103, 9:30 AM  
Wednesday, October 2, 2013, 9:30 AM  
Friday, November 8, 2013, 9:30 AM  
Wednesday, December 4, 2013, 9:30 AM  
Wednesday, January 8, 2014, 9:30 AM  
Wednesday, February 5, 2014, 9:30 AM  
Wednesday, March 5, 2014, 9:30 AM  
Wednesday, April 2, 2014, 9:30 AM  
Wednesday, May 7, 2014, 9:30 AM  
Wednesday, June 4, 2014, 9:30 AM

Wednesday, June 5, 2013, 9:30 AM  
Wednesday, July 17, 2013, 9:30 AM  
Wednesday, August 21, 2013, 9:30 AM  
Wednesday, September 18, 2103, 9:30 AM  
Wednesday, October 23, 2013,9:30 AM  
Wednesday, November 20, 2013, 9:30 AM  
Friday, December 13, 2013, 9:30 AM  
Wednesday, January 22, 2014, 9:30 AM  
Wednesday, February 19, 2014, 9:30 AM  
Wednesday, March 19, 2014, 9:30 AM  
Wednesday, April 23, 2014, 9:30 AM  
Wednesday, May 21, 2014, 9:30 AM  
Wednesday, June 18, 2014, 9:30 AM

Interim Dean Carpenter adjourned the meeting at approximately 11:30 a.m.