

## College of Education and Allied Professions Leadership Council

The CEAP Leadership Council met on Wednesday, September 5, 2012, at 9:00 a.m. in Killian 202.

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

**Members absent:** T. Rose

**Others present:** M. Rompf

**Minutes:** Motion and second to approve the minutes dated 8/22/2012 passed unanimously.

### Announcements

#### Program and Personnel Updates

Janice announced that Annie McCord has accepted the SPA position in the Teaching Fellows program. A graduate student has been hired to do Annie's previous work.

Dale B. announced that Xiaoju Wang, a visiting scholar from China, has joined the department of Human Services for the semester. She will work with Lori Caudle researching professional development for BK professionals. Dale B. suggested that Xiaoju may be available to speak to classes.

Dan announced that the School of Teaching and Learning has extended an offer for the open SPA position in the School. It is expected that the candidate will begin employment on Monday, September 17<sup>th</sup>.

Lee announced that the search committee for the SPA vacancy in Instructional Technology will meet today to review applicants.

Dale C. announced that information was sent to the College members regarding how to access Leadership Council minutes.

**Guest Speaker** *Mimi Fenton, Interim Dean of the Graduate School and Tonya Steiert, Graduate Enrollment.*

Mimi Fenton addressed the Council on promoting graduate programs within the College and the University. She distributed handouts which included a list of talking points/statistics for use in recruitment and general conversations with the community. Mimi told council members that the format of graduate student orientation was changed this year in order to be more interactive; seventeen program directors were in attendance. An orientation for program directors will take place tomorrow. Two sessions are being offered and will include segments on vision, assistantships, marketing, recruitment and roundtable conversations. The Graduate School will also hold a separate college orientation/discussion to review policy and procedures, as well as, individual program recruitment plans. Currently, the Graduate School is working with IT to facilitate a more seamless application/admission process. Mimi distributed a point-in-time enrollment report that was created yesterday and showed CEAP's enrollment down by 52 students. The MSA program is showing the largest downtrend in enrollment within the College. Mimi discussed concerns regarding discrepancies in reporting and noted that her office is

working with institutional planning to rectify this. It was suggested that Larry Hammer be included in these conversations and that consideration be given to accounting for students enrolled intermittently. Mimi asked council members about how the Graduate School may assist the College to increase Graduate School enrollment. A question was raised as to whether or not an accommodation could be made to reduce fees for graduate level students.

Tonya Steiert assists with recruitment efforts for the Graduate School. Because of budget costs, she has worked with Rubae in Creative Services to develop printable brochures on an as needed basis for distribution at recruitment fairs. Tonya is available to collaborate with programs wishing to develop new brochures. Program directors are welcome to participate in Graduate School recruitment events and members of the Graduate School are happy to attend events coordinated by CEAP.

### **Dean's Report**

*UNC Deans' Council, August 29<sup>th</sup>*

UNC TQ Research: Recent Graduate Survey-Spring 2012 \*

This report, commissioned by UNC General Administration, looks at first year teachers who were employed 2011-2012 and assesses their preparation. WCU had a 58% response rate (second best in the state) and was comparable to the other state institutions. More and more data continues to become available to assess and inform us on how we are doing.

WCU conducts an alumni survey every five years at both the graduate and undergraduate levels. Last year, CEAP surveyed principals for the first time.

Campus graduation targets will be updated this year.

Distance education/Teacher education and Teacher Recruitment funding will be forthcoming from General Administration.

*Council of Deans, September 4<sup>th</sup>*

Due to some regulatory changes, the WCU conflict of interest and conflict of commitment policy has been updated. All adjuncts are also responsible to complete these forms. There will be training provided for the new policy in order to address campus questions.

Conflict of commitment for SPA (8-5) is related to time expectations.

Council members are asked to keep Dale C. informed regarding status of faculty/staff searches.

There is an on-going, university-wide effort to promote enrollment of community college transfer students. Please ensure that accurate 2-step program information is listed on the website and is reflected in the university catalog.

Liberal studies planning – spring schedules are due into Banner by October 4<sup>th</sup>. Dale distributed a snapshot of course enrollment which can be used in planning for liberal studies courses next spring. Details/statistics regarding the incoming freshman class were distributed.

Dale C. reminded council members to spread the word about the upcoming meeting with the Chancellor and Provost on October 24<sup>th</sup>. Faculty and staff are encouraged to attend.

Dale asked units to make plans to attend Assessment Day on January 25<sup>th</sup>, 9:00 am to 3:00 pm. Faculty should make arrangements for course coverage in order to attend the event. Lunch will be provided.

## **Business Items**

### *Strategic Planning Committee*

*Dale*

Dale asked department heads to begin the process of determining department representation for the college-level strategic planning committee. There should be two department representatives (one elected, one recommendation for appointment). Timeline information will be provided at a later date. The importance of strategic planning will come into play with future budgetary decisions and transparency.

### *Reconsideration of our Policies and Priorities for KL 102*

*David*

David discussed potential conflicts for the use of Killian 102 (conference use versus classroom use). David asked council members to consider what are the appropriate days/times that the room should be used as a classroom versus on what is the optimum use for the room as a conference/event facility. A discussion took place about using the room on a rotational basis in order to provide special or unique opportunities for exposure to technology. Dale asked that Marissa, Lee, David and Kim meet and then make a recommendation to the Council regarding space usage. The Council also discussed the possibility of converting other larger size rooms.

### *Computer Refresh Policy \**

*Kim*

Associate Deans have been tasked with ensuring that each college has a computer refresh policy in place. CEAP has an existing policy which was presented to the Council. The policy was originally written as a three year computer replacement policy to coincide with the three year warranty. Council members discussed and endorsed extending the timeline for computer replacements to a four year cycle.

### *Enrollment \**

*Kim/Renee*

Kim and Renee have met with Tonya Steiert from the Graduate School to discuss enrollment. Renee provided a report to the Council that represents live data of actively enrolled (declared major) students including concentration data. Fall 2007 versus fall 2012 shows a reduction of 100 students in elementary education. The report shows a peak enrollment period within the College in the 2009-2010 academic years. This data is useful in building awareness as the College prepares for program prioritization and future targeting of recruitment efforts related to job availability and hiring trends.

Licensure and teacher certification numbers have shown a decline which may be related to the fact that the state no longer is paying for courses participating in the consortium. Dale reminded council members that this data will directly influence requests for positions, college-level strategic planning and program prioritization. Renee asked for input regarding what kinds of data may be important for departments and programs. It was also noted that this information does not reflect students who only take courses during the summer. An active student is considered a student who takes a course within a one year time frame. Enrollment data will be important in college and university decision-making and will be made available on the website for use by college members.

*Policies Regarding Candidate Continuation in Programs*

*Kim*

Consistency in administration of teacher education program guidelines has prompted a need for increased awareness of students who are not meeting program requirements. The Registrar's Office can write queries/reports related to accessing the data necessary for this assessment. Other pending questions include who performs the checks, who reviews the data, and who acts upon the data. A group will get together to review and address these questions.

*Disposition Implementation \**

*Kim*

Kim asked the council to discuss the College plan related to implementation of CEAP's disposition policy. The PEC reviewed disposition information in the spring. It was expected that this would be brought back to program faculty and a disposition inventory would be conducted in EDCI 201 courses. Kim will meet with EDCI 201 faculty to provide this information and set expectations.

Dale C. mentioned that this information roll-out could be combined with a roll-out of the conceptual framework. In addition, the disposition inventory may be useful to other programs, faculty, advisors and field experiences office. The Council discussed that it may be possible to capture this in conjunction with other three or five week level reporting requirements.

The question was raised regarding evaluation of dispositions related to online versus residential programs and course offerings.

*Using the Funding Request Template for E & T \**

*Lee*

Tabled until the next council meeting.

*Brochures*

*Kim*

Creative Services through the Graduate School is offering to develop electronic brochures that are printable. Fact sheet templates are also available. Departments can contact creative services for assistance with this initiative.

**Task List Status Report**

*\* handouts sent electronically*

**Important Dates**

CEAP College Mtg w/Chancellor&Provost, KL102	Wednesday, October 24, 2012, 2:00 PM
CEAP Assessment Day, KL 102	Friday, January 25, 2013
CEAP Honors & Awards, UC Grand room	Wednesday, April 10, 2013, 3:30 PM

TPR Due Dates

Friday, September 7, 2012	College Response to Candidate List Due
Friday, September 7, 2012	Administrative Review Requests Due to Provost
Wednesday, September 12, 2012	Finalized TPR Candidate List sent to College
Tuesday, October 23, 2012	2 & 4 Yr/Admin Review Files Due to Dean
Friday, November 2, 2012	Tenure/Promotion/Emeritus Files Due to Dean
Friday, November 2, 2012	1/3/5 Yr Files Due to Dean
Wednesday, November 14, 2012	1/3/5 Yr Files Due to Provost
Wednesday, November 28, 2012	2/4 Yr, Admin Review Files Due to Provost
Friday, December 7, 2012	Tenure/Promotion/Emeritus Files Due to Provost

Tuesday, February 5, 2013  
Monday, February 11, 2013  
Friday, February 15, 2013  
Thursday, March 7, 2013

1 Yr & Post Tenure Review Files Due to Dean  
Post Tenure Review Files/Report Due to Provost  
1 Yr Applications (1/3/5) Due to Provost Office  
1 Yr Dossiers (2/4) Due to Provost Office

Leadership Council Meetings

Wednesday, September 5, 2012, 9:00 AM	Wednesday, September 19, 2012, 9:00 AM
Wednesday, October 3, 2012, 9:00 AM	Wednesday October 24, 2012, 9:00 AM
Friday, November, 2, 2012, 9:00 AM	Friday, November 16, 2012, 9:00 AM
Wednesday, November 28, 2012, 9:00 AM	Wednesday, December 12, 2012, 9:00 AM
Wednesday, January 9, 2013, 9:00 AM	Wednesday, January 23, 2013, 9:00 AM
Wednesday, February 6, 2013, 9:00 AM	Wednesday, February 20, 2013, 9:00 AM
Wednesday, March 6, 2013, 9:00 AM	Wednesday, March 20, 2013, 9:00 AM
Wednesday, April 3, 2013, 9:00 AM	Wednesday, April 17, 2013, 9:00 AM
Wednesday, May 1, 2013, 9:00 AM	Wednesday, May 22, 2013, 9:00 AM
Wednesday, June 5, 2013, 9:00 AM	Wednesday, June 19, 2013, 9:00 AM

Interim Dean Carpenter adjourned the meeting at approximately 12:00 pm.