

## College of Education and Allied Professions Leadership Council

The CEAP Leadership Council met on Wednesday, December 4, 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, L. Nickles, M. Rompf, K. Ruebel, R. Wike

**Others present:**

**Members absent:** D. Strahan

**Minutes:** Motion and second to approve the minutes dated 11/20/2013 passed unanimously.

### Announcements

Alvin reminded council members about the Psychology Colloquium. The guest speaker today is Mindi Spencer. She received her Ph.D. in Life-Span Developmental Psychology from West Virginia University in 2006 and has graduate certificates in Gerontology and Women's Studies.

Lee reminded council members to submit college news to him for the CEAP NEWS website.

### Dean's Report

The University is hiring a number of positions. Specifically, candidates are being interviewed for the Director of Marketing and the Director of Facilities.

### Search Committees

Dale B. reported that the Educational Research faculty position has been posted. An offer is pending for the PRM position. The search committee for the CSP faculty positions will begin Skype interviews this week. The BK faculty position description has not yet been submitted.

Alvin reported that Skype interviews are being scheduled for the faculty search being chaired by Tom Ford. David McCord is chairing the other faculty position which has already attracted several applicants. The applicant pool for the Administrative Support Associate position has just been released to the search committee. Lydia Cook from the Dean's Office will serve on this committee.

School of Teaching and Learning has two faculty positions that have been approved for recruitment which are not yet posted.

### Curriculum Update

**Kim**

Kim provided the Council the following written update of recent CEAP curriculum actions:

- AA4 for SPED 339 and PSY 323. The change is to the course descriptions. "Admission to Teacher Education" is listed as a prerequisite in all of the BSEd descriptions (and is in the degree audits), but is not listed as a prereq (along with EDCI 201) for these two courses. We looked up the history in the Provost's Office and it was an error on our part. This is not a program change since it is already a program requirement.
- AA6 and Appendix D for EdS and MAED in Community College Administration. Discontinue the two programs.

- AA6 for MS in HR. There was contradictory language in the AA6. The intent is add GMAT as another admissions requirement. The committee voted to ask the program to resubmit.
- AA6 for MSA in School Administration. Change admission requirements. There are four requirements; number three has four options. The committee reformatted the bullets and numbering to be more clear.

### **Program Admission Requirements**

Applicants must:

1. hold or be eligible to hold a North Carolina Class A Teaching License or a comparable license from another state,
2. have completed at least 3 years of successful full-time teaching or equivalent experience in public schools. Pre-school teachers may include private sector experience,
3. document ability to succeed at graduate level studies by meeting one of the following:
  - ? satisfactory scores on the General Test of the Graduate Record Examinations (30<sup>th</sup> percentile or above) or
  - ? satisfactory scores on the Miller's Analogy Test (30<sup>th</sup> percentile or above) or
  - ? a master's degree with 3.5 GPA from an accredited university in an educationally-related field or
  - ? a doctoral degree from an accredited university in an educationally-related field
4. submit three letters of recommendation from employers or former instructors who are in a position to judge the applicant's aptitude for graduate study and potential as a school leader. One recommendation must be from the current immediate supervisor.

**Note: Acceptance into the program does not constitute admission to candidacy, which is determined at the end of EDL 601**

- AA6 for Elem BSED. The intent is to add TESOL as a Secondary Academic Concentration (SAC) for the Elem Ed degree. Although the language was copied from the catalog, there are numerous grammar/usage issues. Furthermore, the language says "minor" throughout and TESOL is not in the list of SACs at the top of the catalog description. The committee voted to ask the program to make changes and resubmit. I (Kim Ruebel) will pass along the catalog errors to Eleanor Petrone.
- Appendix G for Elem and MG MAED. The committee had several concerns and requests, and voted to send the Appendix G back to the program.
  - There is no consultation with PSY – PSY course was eliminated.
  - On the new grad core proposal presented to PEC, the new course is listed as EDCI 609. In the Appendix G, it is listed as EDRS 609.
  - The title of the new course is also different. The grad core proposal lists the title as Assessment of Instruction.
  - The committee voted to require the AA5 for the new course be submitted along with the Appendix G.
  - There are a few issues with language: "Select three hours from ..." There is only one course to choose.
  - The committee requested that the program make sure that the language in the Appendix G matches the language in the new grad core proposal.

## **Business Items**

### *Draft Diversity Portfolio/eBriefcase*

*John Habel/Lisa Bloom*

John Habel and Lisa Bloom provided the Council with a proposal: *Diversity Portfolio/eBriefcase*. An overview of the document and highlights of ties to the CEAP Strategic Plan and the vision, mission and goal statements of the CEAP Diversity Committee were provided. The overall goal is to establish an on-going process in order to document diversity experiences of teacher candidates through exposure (requiring students to attend a diversity event and post a reflection in TaskStream) and sustained diversity experience. Students would be able to earn a Diversity Certificate (monitored and awarded by the CEAP Diversity Committee) by attending three additional events and posting reflections; and, participating in a minimum of 40 hours sustained diversity experience.

Lisa and John emphasized that this proposal is an initial, simplified approach to documenting diverse experiences for teacher candidates. Council members were asked to provide feedback and generally endorsed the proposal with the suggestion of additional consultation with department faculty and review by the PEC.

### *PsyD*

*Alvin*

Alvin provided the Council with an overview of the history of psychology program offerings and the licensing of master's level clinicians. North Carolina has been one of only a few states which licenses master's level clinicians. In anticipation that North Carolina may discontinue this licensing, the Psychology Department has held numerous discussions on how the department should move forward to meet student needs. After scanning sister institutions, and conducting conversations with Psychology faculty and the Graduate School, a PsyD proposal has been initiated. Should the program be approved to move forward, the department would like to limit annual co-horts to six students. The current masters degree program will remain in place at this time. The PsyD program will offer an opportunity for masters program graduates to further their education and will provide relevant course work and program requirements in order to potentially meet the needs of potential students who are already working in the field. Conversations are on-going related to admissions, faculty needs, and how to ensure a research based program. The PsyD program will have both school and clinical strands.

### *Advising Survey Results*

*Renee*

There are three advising surveys that have recently been completed. The survey of the TRACS Advising Office was conducted using iPads immediately following advising in the TRACS office. Renee noted that the data compiled from the TRACS advising survey is most positive and represents what CEAP is doing right. There were 333 respondents. High ratings by respondents were received throughout the survey. Comments noted: "very knowledgeable, very helpful, friendly, encouraging, honest, sincere, makes time for me". All advisors were mentioned in a positive light by advisees. Dale asked that these comments be provided publicly to students and used as a recruitment tool. Data are currently being compiled for the other surveys which were sent to undergraduate and graduate students.

### *Admissions Numbers \**

*Renee*

A request was made to Admissions to provide data related to CEAP admits. Renee reviewed this data with the Council and noted that enrollment has declined overtime; however, freshmen enrollment for 2013 did show an increase. It is expected that more information will be forthcoming from Admissions.

### *Thanksgiving Cancellations and Final Exams*

*Dale*

The Provost Office requested colleges provide a report on courses which were canceled Monday and Tuesday of Thanksgiving week. Departments have reported courses and the reasons for cancellation to

the Dean. This information has been sent forward to the Provost. Along the same lines, Dale reminded the Council that changes to the final exam schedule must have the approval of the Dean and Academic Affairs. Information regarding changes to the final exam schedule has been sent to college faculty.

#### *Holiday Luncheon*

*Rachel*

Rachel will send a reminder to units about what to bring for the holiday luncheon which will be held Tuesday, December 10.

#### *Computer Assessment*

*Lee*

Lee reported that IT charges CEAP each year for each computer that is being utilized. Lee and Misty will be inventorying computers prior to the final count which is due in January. Computers which are not being used or functional should be sent to surplus before January. Ipads are not assessed a fee.

#### *KL 104/108/303 (Smartboards)*

*Lee/Dale*

The Council reviewed proposed layouts and furnishings for KL 104 and KL 303 classrooms. The Council approved updating class furnishings in these rooms. KL 108 is under consideration by the university for expansion to a larger room and therefore may not be upgraded to a distance learning lab.

#### *CEAP Laptop Cart Policy*

*Lee*

There are two laptop carts availability for faculty checkout. This semester a faculty member requested to check out a cart for the entire semester which created some bottlenecks for other courses. The intent is occasional use. The technology committee has proposed a three week in advance check-out policy. A motion to adopt the three week advance check-out policy was made, seconded and approved by the Council.

#### *Academic Space*

*Kim*

There are strategic renovation funds available which have been set aside to enhance classroom space across campus and which must be used by the end of the academic year. The current proposal, developed by the Academic Space committee, includes combining KL 108 and KL 110 into one large classroom which would support 72 seats. There are also proposals for KL 116 and KL 118 to become a lab classroom and an enhancement (stage removal) to KL 107 to increase capacity to 65 seats. In addition to Killian, Coulter 103 and 104 are being proposed to become a larger classroom. A vote regarding these proposals will be held by the Academic Space Committee in January. Dan, Alvin and Dale will meet to discuss other possible proposals for submission to the committee.

*\* electronic handout*

#### **Task List**

- Recognition for Guest Speakers
- Strategic Plan
- Assessment Day Template
- Advisory Groups
- Curriculum Process
- CEAP Research Website
- Program and Department Meeting Minutes

#### **Important Dates**

Leadership Council Meetings

Wednesday, December 4, 2013, 9:30AM  
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

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

Interim Dean Carpenter adjourned the meeting at noon.