College of Education and Allied Professions Leadership Council

The CEAP Leadership Council met on Wednesday, January 13, 2016, at 9:30 a.m. in Killian 202.


Minutes: Motion and second to approve the minutes dated 12/02/2015 passed unanimously.

Guest Speakers:

Annette Littrell, Ph.D.
Director, Academic Engagement and IT Governance and Assistant Chief Information Officer

The Council welcomed Annette to Western Carolina University and the College of Education and Allied Professions. Annette joined WCU December 1. She is the liaison between faculty and the CIO’s Office, overseeing governance for IT. Annette invited council members to provide feedback.

Meredith Whitfield
Director, External Affairs

Meredith provided the Council with an overview of the upcoming NC bond referendum. The vote is scheduled for March 15. WCU has created a video about the need for a Natural Science building which is located on the advocate.wcu.edu webpage. Council members may provide general information to others about the bond referendum but may not provide a specific voting recommendation. Additionally, state resources (i.e. email) may not be used to engage in advocacy. Meredith explained that it is permissible to educate but not to advocate a yes/no vote for the referendum.

Announcements

Lee provided the following IT announcements:

- The current phone system will be changed to a Voice over IP system. Campus-wide implementation is expected to be complete mid-December.
- MyWCU will replace MyCat as of May 28.
- Student logins to Blackboard and MyCat will change on Feb 2.
- The current student email policy post-graduation will change. Catamount email accounts will terminate one year after graduation.

Dean’s Report

- WCU’s budget hearing process is on-going.
  - More one-time funds are expected with very little recurring funds.
  - CEAP positions requests are ranked in the upper tier of university-wide requests for Academic Affairs.
  - Funding to transition from TaskStream to a new vendor, offering a more robust platform, has gained support from Academic Affairs.
  - There are many needs across campus; including, replacement of a heating system boiler that is no longer operational.
Next year will be the Year of the Advisor. Recruitment and enrollment will be a big push campus-wide with a focus on retention. CEAP’s effort shall include both teacher education and allied professions programs.

Studies point to scholarships being an important difference in recruitment. CEAP continues to do well growing scholarships. In fact, a new scholarship for the college was received yesterday and two scholarships for inclusive education were received this past year.

A newly formed Advancement Council for the College will meet in January.

Dale would like to be invited to speak to CEAP program capstone courses. Beginning in the fall, Dale would also like to stop by program introductory courses to provide a welcome to the college.

Search Committee Updates

<table>
<thead>
<tr>
<th>Unit</th>
<th>Open Positions</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Services</td>
<td>150711, COUN FT faculty</td>
<td>Approved for posting</td>
</tr>
<tr>
<td></td>
<td>162215, Com Coll _EdD FT faculty</td>
<td>Approved for posting</td>
</tr>
<tr>
<td></td>
<td>1508, HR TT faculty</td>
<td>Posted</td>
</tr>
<tr>
<td></td>
<td>2089, Ed Research TT faculty</td>
<td>Posted</td>
</tr>
<tr>
<td></td>
<td>1594, BK TT faculty</td>
<td>Posted</td>
</tr>
<tr>
<td></td>
<td>1515, BK TT faculty</td>
<td>Posted</td>
</tr>
<tr>
<td></td>
<td>140587, HESA TT faculty</td>
<td>Approved for posting</td>
</tr>
<tr>
<td>Psychology</td>
<td>1522, TT faculty</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1827, FT faculty (.8) to FT faculty</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(1.0)</td>
<td></td>
</tr>
<tr>
<td>School of Teaching and Learning</td>
<td>152467, EHRA to SPED FT faculty</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1608, HPE TT faculty</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1590, ELMG TT faculty</td>
<td></td>
</tr>
<tr>
<td>Suite 201</td>
<td>1383, FT faculty OFE</td>
<td>Filled</td>
</tr>
<tr>
<td></td>
<td>2134, SHRA (Licensure Spec.)</td>
<td>At HR</td>
</tr>
<tr>
<td></td>
<td>New, SHRA (Teacher Rec.)</td>
<td>HR Review</td>
</tr>
<tr>
<td>Dean</td>
<td>478, Robinson Dist Prof</td>
<td>Chancellor/BOT approval</td>
</tr>
</tbody>
</table>

Curriculum Update

Kim

Curriculum Changes as of January 13, 2016:

<table>
<thead>
<tr>
<th>Course</th>
<th>Program</th>
<th>Status</th>
<th>Additional Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>None in CEAP</td>
<td>None</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Due to dual degree offerings in CEAP and A&S, thirty-nine history course curriculum changes were brought to PEC. These were reviewed by PEC and approved.

Business Items

Advisory Group Idea from SCC

Feedback regarding the idea of hosting a college-wide meeting for all advisory groups, similar to a model that SCC uses, has been positive. September, October, and March were suggested as possible months for scheduling. A question about this event and questions pertaining to satisfaction with other college level meetings (Opening Meeting, Strategic Planning Day, Assessment Day and State of the College) are planned for inclusion in the annual college climate survey.
Assessment Day Overview

*Kim

Assessment Day materials, templates and agenda, which have been distributed to program coordinators, were provided to council members. The day will include college updates, a session on CAEP accreditation by Dr. Michael Maher from NC State, and program/department break-out sessions. Room assignments will be listed on the backside of participant name tags.

Update on PrEP Task Force

Jenny

One of the Teacher Recruitment plan goals is to provide test prep for teacher education licensure exams. A general test taking strategy workshop is being developed and will be held on advising day. WCU Test Prep website has information on Praxis core preparation. The Task Force is seeking additional test prep opportunities for students.

Processes for Searches

*Dale

- Filling positions is one of the most important things that we do.
- Once search committees have been established, a search committee meeting should be scheduled with Human Resources.
- Virtual interviews can be an important part of identifying top candidates.
- Reference checks should be completed prior to bringing candidates to campus.
- A meal voucher and points card for candidate meals, including two campus guests, are available from the Dean’s Office.
- The Dean should be scheduled to meet with all candidates. In his absence, candidates should be scheduled to meet with the Associate Dean.
- As a reminder, candidates who interview for tenure-track faculty positions should be given a copy of the current department collegial review document.
- CEAP’s onboarding plan is located on the share drive: H:\CEAP\New Hires.

Grant Application

*Kim

Funding for the LEAP grant will end this year. A group has formed to look at other funding opportunities, including a sizable Department of Education grant, which align with the LEAP initiative. In addition to providing funding for the LEAP program, the DOE grant could potentially pay tuition, books and fees for students minoring in TESOL.

There are 49 Cullowhee Valley students enrolled in the LEAP program. Enrollment is expected to increase to 51 students. Cyndi Calhoun has done a wonderful job facilitating a partnership, comprised of WCU, Cullowhee Valley School, and the Cullowhee United Methodist Church, that is making a difference.

* electronic handout

Task List

- Organizational Chart and reporting structures

Important Dates

Leadership Council Meetings
Wednesday, January 27, 2016, 9:30 AM       Wednesday, February 10, 2016, 9:30 AM
Wednesday, March 2, 2016, 9:30 AM          Wednesday, March 30, 2016, 9:30 AM
Wednesday, April 20, 2016, 9:30 AM         Wednesday, May 4, 2016, 9:30 AM
Wednesday, May 18, 2016, 9:30 AM           Wednesday, June 15, 2016, 9:30 AM
Other Important Dates
CEAP Assessment Day – 9:00 AM, KL 102
Friday, January 29, 2016
Botner Nominations Due to Dean
Monday, February 15, 2016
Peak Performer Nominations Due to Dean *
Tuesday, March 1, 2016
CEAP Honors and Awards, 4:30 PM, UC Grand Room
Wednesday, April 20, 2016
CEAP State of the College, 11:00 AM, KL 102
Friday, April 22, 2016

Dean’s Advisory Council Meetings
Staff Advisory Council, KL 102, 8:15 AM
Wednesday, February 3, 2016
Faculty Advisory Council, KL 202, 12:00 PM
Wednesday, February 3, 2016
Student Advisory Council, KL 202, 5:30 PM
Wednesday, February 3, 2016
Student Advisory Council – Online, 6:00 PM
Thursday, February 4, 2016
Faculty Advisory Council, KL 202, 2:00 PM
Tuesday, March 29, 2016
Student Advisory Council, KL 202, 3:30 PM
Tuesday, March 29, 2016
Student Advisory Council – Online, 6:00 PM
Tuesday, March 29, 2016
Staff Advisory Council, KL 102, 3:00 PM
Wednesday, March 30, 2016

Dean Carpenter adjourned the meeting at 11:50 a.m.