College of Education and Allied Professions Leadership Council

The CEAP Leadership Council met on Wednesday, May 18, 2011 at 9:00 a.m. in Killian 218.

**Members present:** R. Corbin, W.D. Nichols, L. Nickles, P. Schoon, J. Smith, D. McCord, D. Grube, D. Brotherton, M. Karvonen, J. Holt, G. Ayuninjam, J. Smith

**Members absent**: D. Claxton

**Others present:** J. Stewart

**Minutes:** Motion and second to approve the minutes dated 5/4/2011 was passed

 unanimously.

**Announcements**

1. **Announcements** **Council Members**

1. **Dean’s Report Perry**

**Fall Class Guidelines\***

Perry reviewed the handouts provided by Academic Affairs with the Council.

* Distance courses should be listed at no fewer than 25 students, but can be larger upon discussion with the department head and the Dean.
* Smaller classrooms should not be use to limit class size.
* Residential classes should be listed at 35 students.
* There should be no caps on programs unless previously discussed with the Dean.
* Department Heads are encouraged to go back and look at class sizes for the fall.
* There are two new spaces available in Forsyth for larger class sizes in the fall. Please contact Kelly Schoon for more information.

The Provost’s Office is looking into adding a scholarship coordinator position that will be housed in the Financial Aid Office. This individual will be responsible for making sure students are made aware of the scholarships available to them.

The curriculum process will be reviewed with the Department Heads over the summer. The Provost’s office will be adhering to the policy more stringently than in the pass.

Dr. McCord will be attending the UNC Council of Deans meeting for Perry on 5/26. Perry will not be able to attend due to a WCU Council of Deans workshop centered on Program Prioritization on the same day.

1. **Business Items**

DPI/Assessment Update Renee

Renee attended a meeting in Chapel Hill this week. This meeting was a continuation of the discussion about the DPI process for evaluating electronic evidences. Renee will be working with the subgroup that will be developing a process for changing the course blueprints when necessary.

College Website Template Lee

Creative Services and Web Services have created new templates for the websites that we may choose to use or not. If the college decides to use the new templates, all pages must go to the new template. Lee recommends that we wait until next year to make template changes to the website.

Lee demonstrated the Windows virtual desktop system, purchased by CEAP and the College of Business, that is now up and running. This system allows a CEAP student or faculty to log in to a virtual desktop on a server on campus from any internet connected computer. Lee demonstrated this on his iPad using the VMware View app.  As long as there is an internet connection, the user will have secure access to all of the applications available on the virtual desktop. The intention is to use this for large, expensive software packages required in various classes or for research.   We also have Mifis available for checkout, which provide an internet connection via the cellular phone network.  Other applications for this could include support of observing interns in the field, providing secure access to necessary files and forms back on campus. Lee and Perry asked the Council to come up with creative uses for this application.

**Task List Status Report**

Dispositions Policy Dan

Field Placement Guidelines Gwendoline

Faculty Load Re: Visiting Intern Is and IIs Department Heads

 Program Admission Requirements Review Dan/Dept Heads

* Review completed by August 2nd

*\*Handouts-sent electronically*

1. **Important Dates**

College Meeting, Wednesday, August 17, 2011, 10:00 AM

 Leadership Council Meetings

 Wednesday, May 18, 2011, 9:00 AM Wednesday, June 8, 2011, 9:00 AM Friday, July 1, 2011, 9:00 AM Wednesday, July 20, 2011, 9:00 AM Wednesday, August 10, 2011, 9:00 AM Wednesday, August 24, 2011, 9:00 AM Wednesday, September 7, 2011, 9:00AM Wednesday, September 28, 2011, 9:00 AM Wednesday, October 12, 2011, 9:00 AM Wednesday, October 26, 2011, 9:00 AM Wednesday, November 9, 2011, 9:00 AM Wednesday, November 30, 2011, 9:00 AM Wednesday, December 14, 2011, 9:00 AM Wednesday, January 11, 2012, 9:00 AM Wednesday, January 25, 2012, 9:00 AM Wednesday, February 8, 2012, 9:00 AM Wednesday, February 22, 2012, 9:00 AM Wednesday, March 7, 2012, 9:00 AM Wednesday, March 21, 2012, 9:00 AM Wednesday, April 11, 2012, 9:00 AM Wednesday, April 25, 2012, 9:00 AM Wednesday, May 9, 2012, 9:00 AM Wednesday, May 23, 2012, 9:00 AM Wednesday, June 6, 2012, 9:00 AM Wednesday, June 20, 2012, 9:00 AM

Dean Schoon adjourned the meeting at approximately 10:30am.