

College of Education and Allied Professions Leadership Council

The CEAP Leadership Council met on Wednesday, August 22, 2012, at 9:00 a.m. in Killian 202.

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

Members absent: D. Brotherton

Others present: K. Jorissen for Human Services, M. Rompf

Minutes: Motion and second to approve the minutes dated 8/8/2012 passed unanimously with the correction of listing Terry Rose as absent for the 8/8 meeting.

Announcements

Program and Personnel Updates

IHE Ready/DPI Meeting

The recent IHE/DPI meeting provided an overview of the evaluation system currently being used for teachers, administrators and schools. Possible upcoming assessment practices were discussed. Several individuals representing DPI presented information; although, there was limited new information presented about IHE reporting. Participants (Janice, Dan, Kim, Kathleen) noted that it was helpful to hear what the expectations for the public schools will be going forward and that it may be necessary to continue this discussion at the district level, amongst faculty and teacher education candidates. Additional information sessions will be provided by DPI throughout the year.

Renee announced that the university has purchased blackboard analytics, a data warehouse which will provide WCU with the opportunity to gather, use and report data more easily. Renee asked department heads to provide information to her regarding what types of data reporting needs their units may have. This will be helpful during the initial set up of validation tables. The overall goal is to provide a user friendly environment to access unit/college and university-wide meaningful data.

For Information

*Online education degrees skyrocket **

*Competency-based online program at Kentucky's community colleges **

Dale provided council members with two articles for their review. These articles highlight the proliferation of online education opportunities across the country and the multitude of educational choices available to students. Dale remarked that this is indicative of changing times and the importance of staying on top of upcoming changes.

Kathleen described "Massive Open Online Courses" for council members. Large institutions are offering online courses which are currently not for credit and without cost. This is providing a global opportunity for student learning and may contribute to the transformation of education.

*Syllabus Statement – Conceptual Framework **

Kim

Kim sent the following conceptual framework statement to faculty for inclusion in course syllabi: *"The mission of the professional education programs at Western Carolina University is to prepare highly effective and ethical graduates that are **inspired** to be lifelong*

learners, *engaged in the community, and empowered to become leaders who strive to transform the future.*" Dan indicated that this has been well received by the School of Teaching and Learning faculty.

Kim discussed the usage of Teachscape equipment that was purchased by the College last year. This equipment will provide opportunities to collect data related to student teaching and learning for research purposes. A training session, provided by Teachscape, will be held on September 17th from 11:30 to 4:30. Kim will send an announcement/invitation to the Council for distribution to the other interested parties.

Dean's Report

Dale C. asked for comments related to the opening meeting. Council members noted that the process for welcoming newly tenured faculty was well received. There have been several positive comments from faculty and students related to the furnishings and technology in Killian 102.

The School of Teaching and Learning reported a positive opening meeting. The Whee Teach program also hosted an opening event for new students and mentors which received very positive feedback. Dale C. would like to discuss the size and scope of the Whee Teach learning community at a future Leadership Council meeting.

Campus shuttles have been designated as express shuttles to the new Health and Human Sciences building in order to coordinate transportation to the millennial campus. Details are being worked out to drop students at Cullowhee Valley School using the WCU shuttle system based on an event-need basis.

Mimi Fenton will attend the next Leadership Council meeting to discuss graduate programs.

Dale C. noted that Perry's portrait has been hung in KL 102.

Dale C. asked department heads to submit the name of one faculty member per unit to serve on the University Task Force for Program Prioritization.

Dale C. requested nominations for IT governance committees. The Council recommended Lee as a nominee for one of the committees. Council members who wish to make additional nominations should contact Dale C.

Dale C. welcomed Mary Beth Decatur, Director of Field Experiences, to the Council.

Business Items

Diversity Inventory Pre/Post Data

Renee

Teacher education candidates take a 25 question survey when they enter the teacher education program. The survey is repeated during the students' final seminar course. Renee provided the Council with an overview of results from the 110 person sample completing the pre and post survey. Council members discussed data interpretation. Overall, pre and post evaluation show significant improvement in student dispositions/attitudes related to diversity. This data reflects dispositions of the first group of program completers since this inventory was implemented. This information may also be integral in future design and/or adjustments related to diverse field experience offerings.

Assessment Day

Kim/Renee

Renee reported that the assessment day will be held on January 25th. Renee and Kim are exploring a world café theme. More information will be forthcoming.

Field Experiences Report

MaryBeth

Mary Beth reported that the Field Experiences Office has been actively addressing common placement of interns and supervisory issues that typically occur at the start of the semester. Mary Beth thanked Linda for her efforts throughout the summer when Linda was the only staff member in the Field Experiences office. Sarah has been integral in assisting with supervision assignments. Dan thanked Mary Beth for her quick start and helpfulness towards addressing student needs.

Name Tags/Business Cards

Dale B.

The question was raised about continuing the practice of name plate door signs and usage of the new signage. The Council also discussed feasibility of business cards and name tags. It was noted that in many instances, business cards may be appropriate based on job position needs versus a distribution for all, determined at the department level. A recommendation was made that over time name plate door signs be removed in the Killian building and the College become reliant on the new signage.

*Strategic Planning **

Dale C.

The university charge for this academic year is to develop a college-level strategic plan which incorporates and implements the visions of the 20/20 commission. Dale asked the Council for ideas as to how the College should go about this process. The Council discussed inclusion of broad representation in the process which may include: faculty/staff/TRACS, program faculty from other colleges, and external constituents. The entire college should be involved and possibly elections should be held for a portion of the committee membership. The Council discussed the following membership: three department heads, one elected faculty member from each department, center membership to include possibly all of the directors, one staff member elected by staff, and one special subjects/secondary education faculty from outside the College. Other considerations discussed include the representation of graduate and undergraduate programs, and online delivery. In summary:

- Departments will consider and make recommendations as to how the department would like to handle representation in relationship to each department's unique needs
- The Council will finalize committee composition at the September 5th Leadership Council meeting and discuss how others will be involved throughout the process over the course of the next year.

*Department E & T Lists * (Due October 1, 2012)*

Dale C.

A template was distributed to units for E & T requests. An ad hoc committee (Lee, Marissa, Mary) was established to consider and make recommendations as to how the E & T process can be incorporated into the current college funding request system.

Reminders

Dale C.

Dale asked Council members to submit newsletter articles to Lydia for the college newsletter. Copies of a previous newsletter and the BOT quarterly college update report were distributed to assist council members with ideas for newsletter articles.

Dale asked the Council to remind unit members to submit travel pre-authorizations and independent contractor agreements with sufficient advance notice so that proper authorizations can be obtained in advance of the event.

*CEAP Funding Request **

Lee

A request to purchase digital response clickers has been submitted to the Council for ranking. The request is for one set of clickers which would accommodate 48 students/1 class. This particular response clicker system is used in some of the surrounding school systems and would provide an important learning opportunity for teacher education students. This funding request was rated as a high priority and a potential E&T purchase.

*Graphic for Conceptual Framework **

Lee

Lee reviewed four graphic options of the conceptual framework designed by creative services. The Council selected option #4 and requested additional color options and the possible inclusion of “College of Education and Allied Professions” and “Western Carolina University” for option #4. Lee will contact creative services and bring back additional graphics/options to the Council for a final review.

*Program Information **

Dale

Dale asked departments to review the updated program list distributed to the Council. Please provide any updated information to the Dean’s Office and update catalog information accordingly.

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

Tuesday, August 28, 2012	Candidate List to Colleges for Review
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	1 Yr & Post Tenure Review Files Due to Dean
Monday, February 11, 2013	Post Tenure Review Files/Report Due to Provost
Friday, February 15, 2013	1 Yr Applications (1/3/5) Due to Provost Office
Thursday, March 7, 2013	1 Yr Dossiers (2/4) Due to Provost Office

Leadership Council Meetings

Wednesday, August 22, 2012, 9:00 AM
Wednesday, September 19, 2012, 9:00 AM
Wednesday October 24, 2012, 9:00 AM
Friday, November 16, 2012, 9:00 AM
Wednesday, December 12, 2012, 9:00 AM
Wednesday, January 23, 2013, 9:00 AM
Wednesday, February 20, 2013, 9:00 AM
Wednesday, March 20, 2013, 9:00 AM
Wednesday, April 17, 2013, 9:00 AM
Wednesday, May 22, 2013, 9:00 AM
Wednesday, June 19, 2013, 9:00 AM

Wednesday, September 5, 2012, 9:00 AM
Wednesday, October 3, 2012, 9:00 AM
Friday, November, 2, 2012, 9:00 AM
Wednesday, November 28, 2012, 9:00 AM
Wednesday, January 9, 2013, 9:00 AM
Wednesday, February 6, 2013, 9:00 AM
Wednesday, March 6, 2013, 9:00 AM
Wednesday, April 3, 2013, 9:00 AM
Wednesday, May 1, 2013, 9:00 AM
Wednesday, June 5, 2013, 9:00 AM

Dean Carpenter adjourned the meeting at approximately 11:30 am.