

College of Education and Allied Professions Leadership Council

The CEAP Leadership Council met on Wednesday, September 29, 2010 at 9:00 a.m. in Killian 218.

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

Members absent:

Others present: J. Stewart

Minutes Motion and second to approve the minutes of the September 8, 2010 meeting. Motion passed.

Announcements Meagan announced that yesterday she was awarded an Enhanced Assessment Grant through the US Department of Education in the amount of approximately \$500,000. Meagan was presented with a recognition award by Dean Schoon.

Janice recognized Holly Sorensen for all of her hard work on the Teachers of Tomorrow Conference. Holly was presented with an excellence award by Dean Schoon.

Meagan reminded the council that Carol Ann Tomlinson, a nationally recognized scholar from UVA, will speak about differentiated instruction at FPAC on September 30th.

Perry announced the Alumni/Faculty Lunch will take place October 9 in KL 104. Please plan to attend.

David M. announced that the Psychology department has started using Amazon.com's Mechanical Turk for survey information. This is a great resource for obtaining survey data rapidly. The user creates and posts a survey, determines how much he is willing to pay per survey, and then pays by credit card to obtain the survey results.

Guest Speaker: *Dr. Anna McFadden: IT Governance and Prioritizations**

The committees are now being formed in order to create a transparent governance process. Projects will go to the Technology Advisory Committee (TAC) where it will be given a ranking. The TAC will then send the project with its recommendation to the Information Technology Council (ITC). The ITC will make a recommendation as to ranking and forward the project to the Executive Council for the final priority decision. Any project that relates to the use of data or network usage will go through this process. If in doubt, contact Dr. McFadden for clarification. Initial submission of a project will begin with a discovery meeting with Dr. McFadden and a technology team. The team will then do all of the research surrounding the project and return a cost analysis and

a project summary. Dr. McFadden would be happy to attend department meetings to update faculty and answer questions.

Dean's Report

Council of Deans Update-

BOT December Meeting

For the December 1st (8:30am - 9:15am) BOT Meeting, the Board has asked for two faculty/student groups to detail engaged projects for poster presentations. Department Heads were asked to submit names of individuals and general information about qualifying projects to the Dean by Friday, October 8.

E & T Justification for Recurring Funds

Colleges will be competing for recurring allotments going forward. Department Heads were asked to submit written justification of their department's needs by Friday, October 8. As a reminder, E & T funds are used to support classroom consumables.

Summer Session and Revenue

CEAP generated 3700 SCH this year, a 36% increase over last year. Our revenue share this year for the summer session will be \$126,754, a 206% increase over last year.

Perry proposed the use of a combination of the Distance Education funding and Summer Session revenue to support CEAPs large ticket items list. College data issues will be elevated to the top of the list. The council agreed that reprioritization of projects is in order and will discuss the proposals at the October 13th meeting. A November 30, 2010 deadline was set to develop a plan and use these funds. All unit proposals will be considered.

Theme Discussion

Program Prioritization- Advisory Task Force

The committee list has been submitted to the Dean by the Department Heads. A spring course release has been authorized for committee members.

Business Items

Council Members

*Communication Strategy Proposal**

Lee

Lee reviewed the proposal with the council. He noted that Facebook has been identified as the primary social networking venue and that text message notification is an option for information dissemination. Students would be responsible for subscribing to their information source of choice to receive announcements. Dissemination of information can begin immediately. All information will go through the Master News Portal. Lee will work with individuals on the Master News Portal and on specific information he will need to distribute news. Please direct additions, comments, and suggestions on the Communications Strategic Proposal to Lee.

Fixed Assets Policy

Lee

Lee proposed and the council agreed to remove the monthly 10% inventory. There will continue to be two 100% inventories per year (one in the spring and one in the fall). Lee may choose to audit inventories as necessary.

Tagged Items: We will continue track tagged items (check-out items and items with a value greater than \$1000) internally. Internal tracking of computers will remain the same. Lee will provide reference documentation for the inventory reporting process to the council members.

Collecting Systematic Information on Department Updates

Meagan

What is necessary for those presentations?

- There should be 5-7 major bullet points.
- The format should be brief.
- Items should be significant and not pertain just to scholarship.

Tentative BOT due dates through 2011 have been set. Meagan will provide these dates to the LC. These dates will be added to council calendar and a reminder will be sent out at least a week in advance of the due dates.

Dean's Club

David C.

The Dean's Club is being established through the University's Development Committee. There will be a minimum donation of \$1000 to join the club. These funds will support students studying abroad, visiting scholars, etc. Perry and David are working with Greg Bauguess to identify alumni and community partners that might want to be included in the invitation to join. Suggestions of additional individuals who might be interested in joining the Dean's Club should be forwarded to David.

Program Admission Requirements/Catalog Review

Dan

Dan reminded the department heads that the Catalog needs to be reviewed to be sure program information is accurate. Dan asked the department heads to look at their programs and report back to him.

Academic Policies

Dan

Grade Change, Incomplete, Withdrawal, Unregistered Students, Waivers

Dan reported the following:

- Grade change and waiver policies seem to be understood by the CEAP faculty.
- Grade changes cannot be submitted due to the submission of late work; the incomplete policy should be used in this instance.
- Good counseling on when to withdraw is important.
- Incompletes are not to be changed to Ws.
- Withdrawal policy states that students have until the 8th week to withdraw.

Regional Teaching Fellows Screening

Jackie

Jackie announced that regional screenings will take place at WCU this year on February 19, 2011. The screenings are an all day event and will take place on the same day as a WCU open house. The general consensus is that there will not be a problem with overlap as the open houses do not produce a tremendous amount of foot traffic in the Killian building.

Use of KL 107/Graduate Assistants

Perry

Because usage of KL 107 is low, Perry proposed turning it into a Graduate Assistant office. Dee offered EMGE Reading Center space for G.A.s, as well. Perry will come back to the council with a plan. Additional meeting space (other than 218) is a concern. David McCord offered KL 312 (seats up to 10 people), as well as KL 339 (seats up to 20 and is a demo room) as alternative meeting spaces. Perry recognized Dale and the Human Services department for their work in creating their new meeting space in the department.

Distance Learning requires approval of dean – internal policy

Perry

Prior approval is required for all travel related to distance. The Dean will be meeting with department heads one-on-one. Perry would like to see a true cost of distance programs.

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
<ul style="list-style-type: none"> • Review completed by August 2nd 	

**Handouts provided*

Important Dates

September 30, 2010, 7:00 PM, FPAC	Carol Ann Tomlinson Visit to WCU
September 30, 2010	Tuition Differential Recommendations due to Provost
October 28, 2010, Blue Ridge Hall	NC Teacher of the Year
January 7-8, NCCAT	Teaching Fellows/Sophomore Leadership Conference

College Meetings:

Friday, October 22, 2010, 1:00 PM, KL 104	CEAP College Meeting
Monday, November 15, 2010, 11:00 AM, KL 104	CEAP College Meeting

TPR Dates:

October 28, 2010	Tenure/Promotion Files Due to Dean
November 1, 2010	2 nd YR Reappointment Files Due to Dean
November 18, 2010	Tenure/Promotion Files Due to Provost
November 23, 2010	2 nd YR Reappointment Files Due to Provost

December 10, 2010
February 1, 2011
February 7, 2011
February 7, 2011
February 21, 2011
February 21, 2011

3-5 YR Reappointment Files Due to Dean
3-5 YR Reappointment Files Due to Provost
1st YR Reappointment Files Due to Dean
PTR Files Due to Dean
1st YR Reappointment Files to the Provost
PTR AA12 Due to Provost

10-11 Leadership Council Dates:

Wednesday, September 8, 2010, 10:00 AM	Wednesday, September 22, 2010, 9:00 AM
Wednesday, October 13, 2010, 9:00 AM	Wednesday, October 27, 2010, 9:00 AM
Wednesday, November 10, 2010, 9:00 AM	Wednesday, December 1, 2010, 9:00 AM
Wednesday, December 15, 2010, 9:00 AM	Wednesday, January 5, 2011, 9:00 AM
Wednesday, January 19, 2011, 9:00 AM	Wednesday, February 2, 2011, 9:00 AM
Wednesday, February 16, 2011, 9:00 AM	Wednesday, March 9, 2011, 9:00 AM
Wednesday, March 23, 2011, 9:00 AM	Wednesday, April 6, 2011, 9:00 AM
Wednesday, April 20, 2011, 9:00 AM	Wednesday, May 4, 2011, 9:00 AM
Wednesday, May 18, 2011, 9:00 AM	Wednesday, June 8, 2011, 9:00 AM

The council meeting was adjourned at approximately 12:00 pm.

Submitted by – Jenny Stewart

Attachments and handouts are on file in the Dean's office with the Leadership Council minutes.