

Administrative Council  
Meeting Agenda  
Wednesday, September 28, 2016  
10:00 a.m., ED 330

**NOTES**

Attendees: MJBradley, LGBryant, KBionillilo, SBounds, PFinnicum, RTowery,

**Old Business**

- 1) Homecoming Celebration Update – most items have been accomplished in preparation
  - a) List of Invitees – Chairs report no additional invitees, list is complete
- 2) Administrative Council meeting schedule for 2016-2017
  - a) Wednesdays @ 10:00 a.m.—every other week beginning August 31 (Friendly reminder)

**New Business**

- 1) Preview Day – Dean provided report from latest Preview Day (Saturday, September 24, 2016).
  - Representatives were present from departments
  - Table cloths are needed (To ensure similarity)
  - Discussion regarding the number of faculty needed
    - a) Highlights “sales” pitch on programs – update needed on existing flyer, flyer will be emailed to Chairs requesting updates
    - b) Coverage at Centennial Hall and buildings (Dean requested that Chairs ensure coverage)
- 2) Graduation Checklist
  - Need to remain current and posted on departmental website
- 3) Website
  - Chairs advised to ensure website is current (i.e. “phasing out” programs to be noted)
    - a) Current Program Checksheets (Chairs advised to ensure current 4-yr plans are loaded)
    - b) Changes sent to Mary Elizabeth Spence
- 4) Diversity – Dean shared items from AARC meeting
  - a) PD Grants – faculty interested in infusing diversity into curriculum can apply for these
  - b) Diversity Advocate—each department will eventually have a representative
- 5) Searches
  - Discussion and concerns were shared.
  - Search committee training for committee members forthcoming
- 6) A-State CQ – Mexico project (Fall 2017),
  - Brad Rollins is contact person.
  - 7 recruiters, 2 associate deans, 6 managing phones.
- 7) NSR – 2017 dates provided to the chairs

**Other**

ELCSE searching for administrative assistant