

Administrative Council
Meeting Agenda
Wednesday, December 7, 2016
10:00 a.m., ED 330

NOTES

Attendees: MJBradley, LGBryant, KBionillilo, PFinnicum, RTowery, ABowser, JClogston, JGrymes, TSmall, GHogue, JANalley

Old Business

- December commencement count – All faculty numbers have been submitted
- Scholarships (handout) – Discussion regarding the need to fill empty scholarships and determination about which scholarships belonged to which department
- Dean's Student Advisory Council – All departments have submitted a list of student names.
 - One Graduate and One Undergraduate Representative from each Department. Please provide contact information for each (phone number, email address)

New Business

- Syllabus Format – Dr. Joanna Grymes – examples provided. Importance of TESS and ATS linkage for all Professional Education courses. Further discussion was had regarding which courses to be including. TSmall provided course mapping with examples of Taskstream. JGrymes will contact Joan Luneau at ADE to determine specifics. TBD regarding when these new formats will be due.
- Credit Hour Procedures—HLC Review – GHogue discussed how to complete the HLC Credit Hour Worksheet – Will report on S17 & Su17 classes – report is due by Fall 17. Policy, preparation for sampling, ensuring that students are meeting authentication
- On-line evaluations (handouts) – discussion to be tabled until first AC Mtg in the Spring 17.
 - Traditional
 - Online
 - HPESS Clinicals, Independent Study & Thesis
- December Standard 4 meeting – December 14th, HSS 1041 to discuss New Teacher Initiative

Upcoming Deadlines

- **December 9** – UPRTC reviews current college and department criteria for promotion and tenure and provides written comments to colleges, departments, and the Provost
- **January 13** – The Office of Institutional Effectiveness solicits faculty comments for evaluation of chairs
- **January 17** – Last day for 3rd-year pre-tenured faculty to submit applications for comprehensive pre-tenured review to their department PRTC
- **January 17** – Last day for PRT candidates to submit applications to their department PRTC
- **January 19-25** – Department PRTC meets to review promotion and tenure applications and make recommendations (5 working days)

- **January 23** – Professional activities, productivity and merit evaluation documents to be considered for reappointment recommendation for individual faculty members are due to department chairs
- **January 26** – The department PRTC provides written recommendations to applicants. Applicants who wish to withdraw from further promotion and/or tenure consideration must contact their department PRTC chair by the close of the third business day following receipt of written notification, but no later than day end 2/1/17 (3 working days)
- **January 31** – Last day for applicants to contact the department PRTC to withdraw from further promotion and/or tenure consideration

Other

- JClogston shared Pre-K Forum on February 2, 2017 “High Quality Voluntary Pre-K”