

Administrative Council
Agenda
Wednesday, April 26, 2017
9:00 a.m., ED 330

Notes

Attendees: MJBradley, LGBryant, KBiondolillo, SBounds, RTowery, PFinnicum, ABowser, JClogston, JANalley,

Old Business

1. **April 24:** 2016 Institutional Report of Faculty Performance was due to Dean – MJBradley requests chairs ensure submission of report
2. **May 12:** Projected Unit Goals for AY 2017-2018 due to Dean - MJBradley requests chairs ensure submission of goals
3. Scholarships – LGBryant reminds chairs and directors of importance of filling available scholarships.

New Business

1. **May 2:** Reassigned Time Reports for Fall 2016 and Spring 2017 due to Dean – MJBradley requests that chairs have faculty who received reassigned time during the Fall 2016 & Spring 2017 to complete report and submit to PReed by May 2.
2. Graduation – May 13 @ 10:00 – MJBradley reminds chairs of ceremony.
 - Marshalls – Dkeyes & MNorthcutt (proxy for BJohnson)
 - Diploma Distributors – will need 4
 - Attendance Count to Patti by **May 3** – MJBradley requests chairs complete this request ASAP.
3. ADC Update
 - a. LCooksey states that chairs may provide verbal offers, however must ensure that the statement “*pending a successful background check and the board’s approval*”.
 - b. Letters of assurance must be copied to AAR
 - c. Performance evaluations – additional training is available. LCooksey working on establishing a timeline for future due dates.
 - d. GAs – cannot be split/half a position. When split, essentially becomes “part-time” worker
 - e. Dr. Whitlock will be speaker at commencement.
 - f. Dr. Mihir will provide report of enrollment
 - g. KWheeler shared consideration of ACT pilot group and be included in first year studies.
 - h. Consideration of EAB software for potential replacement of Starfish.
 - i. Chancellor search committee has met to review applicants.
 - j. Convocation center director position is underway.
4. Annual Productivity Report – MJBradley requests that chairs ensure that all faculty have updated Faculty180 for this report.

Upcoming Deadlines

April 1-30: Departments and college should fill any vacancies on the department and College PRT committees and elect the university PRT representative

Other

April 26: Kappa Delta Pi Banquet

6:30 to 8:30

Cooper Alumni Center

May 13: Graduation Ceremony at 10:00 a.m.

May 6: Beebe Graduation Ceremony

May 11: MidSouth Graduation Ceremony

May 15: Mt. Home Graduation Ceremony

Chair/Director Reports:

1. JNalley informs chairs of Early Childhood Conference on August 7-9, 2017.
2. SBounds – no report.
3. JClogston informs all of May 3 Power Breakfast, Hilton Garden Inn - Arkansas advocates, Post legislative meeting to follow hosted by St. Bernard's. ERZ Advisory Board meeting scheduled for June 1. Unstoppable Learning conference on June 20. Reading with the Stars at MicroSociety on May 4th.
4. PFinnicum reports update on new faculty.
5. LGBryant reminds chairs to send names to fill COEBS committees.
6. ABowser informs of Intern exit evaluation - May 2, School partners meeting – May 18, Summer Summit for HS students “Ready to Teach” - July 20.
7. KBiondolillo – Robin Clerk is working out well in the department, Play Therapy Center (Lee & Overly) is underway. Reports on search status. CACREP self study is underway, anticipate September submission.
8. RTowery updates all on search status for departmental vacancies.