

Administrative Council
Meeting Agenda
Wednesday, February 15, 2017
9:00 a.m., ED 330

NOTES

Attendees: MJBradley, LGBryant, KBionillilo, SBounds, PFinnicum, RTowery, ABowser, JClogston, JANalley, MRainwater

Old Business

1. Calendar Website (Email Handout)

New Business

1. Taleo – Melody Rainwater (30-minute presentation) – MRainwater provides demo for chairs.
2. College Honors Banquet: Monday, April 10th; 6:00 to 8:00 p.m.; Hames Rooms
 - Program Draft (Handout) – MJBradley reviews current draft.
 - Student Awards—Chancellor’s, 4.0 and Department (Handouts) – MJBradley requests that the chairs submit their names to Dean ASAP to ensure certificates are created. Deadline for submission is March 17th.
 - COEBS graduates report for August 2016, December 2016 and “pending” graduates for May 2017 along with the respective GPA and earned hours data. The report is separated on three tabs for each term.
3. Newsletter (articles/news deadline: March 19th) – MJBradley requests that chairs share this information with faculty members for submission.
4. Student Load (A-State Online) – MJBradley stresses the importance of student load with chairs. A-State Online graduate students are only allowed 2 courses per term. Rules and procedures document was changed and has been posted via the A-State Online website.

Upcoming Deadlines

- **February 17:** Last day for applicants to contact the department chair to withdraw from further promotion and/or tenure consideration
- **February 17:** Chairs complete faculty performance reviews, counseling sessions and merit evaluations (in accord with the departmental procedures and chair’s evaluation form for individual faculty member) and provide reviews and evaluations to deans

Other