

# ADMINISTRATIVE COUNCIL MEETING

Wednesday, March 7, 2012

## Meeting Notes

### **Attendees:**

Greg Meeks - Interim Dean  
Mary Jane Bradley – Interim Associate Dean  
Mitch Holifield – Chair, ELCSE  
Lina Owens – Interim Chair, Teacher Education  
Loretta McGregor – Chair, Psychology & Counseling  
Jim Stillwell – Chair, HPESS  
JaneMarie Dewailly – Interim Director, PEP

### **Absent:**

George Foldesy – Director, CEE  
JoAnn Nally – Director of Childhood Services

### **OLD BUSINESS**

1. Searches
  - **Center for Excellence** – The search is open and CEE is receiving applications.
  - **Psychology and Counseling** – Dr. McGregor reported that they had made an offer but were turned down. The second choice was called, and the individual was no longer interested. The third choice was contacted, and there is a phone interview next Wednesday, March 14.
  - **ERZ** – Dr. Bradley reported that the position has been advertised, closed, and there are 21 applicants. The committee members have been sent a rubric to narrow applicants to the top 5. The committee will meet Thursday, March 15.

### **NEW BUSINESS**

1. Academic Advising – Kandi Granberry
  - Ms. Granberry announced that there are advising awards. The first one she spoke about was the Outstanding Advising Award given in the Spring. The other award is the “You Make a Difference Award” available in the Fall. For this award, you may nominate someone or yourself. The contact information is on the handout.
  - She also shared with AC that the admission requirements have changed from 19 ACT and 2.5 GPA to 21 ACT and 2.5 GPA for the Fall 2012. In the Fall individuals falling below 21 will be advised by First Year Studies.
  - The Wilson Advising Center will offer several trainings, some trainings are one-on-one and scheduled group trainings on March 14 at 9:00a.m. and 1:00p.m.

- Ms. Granberry discussed two programs: Early Alert and Restart. Early Alert is a program that allows faculty to identify students who are in need or for students to self-refer if in need of additional support services. This program is now optional. Restart is a mandatory program for students placed on a first academic suspension at ASU. Advisors need to be aware of the dates (see handout).
  - The 2012-2013 ASU University and General Education Requirements sheet was disseminated and discussed. Ms. Granberry will speak with Ms. Jackson about the question regarding Microbiology/Lab and why Humanities is left off on the section that is labeled Fine Arts. Dr. Meeks will contact Dr. Cooksey regarding the U.S. History and Government (US Constitution) requirements that were legislated for licensure.
2. February 27, 2012 ADC Report – Handout
    - We will not hear about the new requested faculty positions until May. Concern was voiced about the impact upon accreditation.
    - Dr. Jones reported that AAR will continue to work on equity and try to find money for merit.
    - The Potential Financial Disclosure for Deans/Chairs has been reviewed by Lucinda McDaniel, and the decision is that this does not apply to deans, chairs, and directors.
    - Dr. Jones stated that chairs need to maintain confidentiality regarding their evaluations.
    - Dr. Cooksey requested that program or unit assessment meeting minutes be sent to Josie Welsh. Ms. Welsh will be checking with programs about critical assignments where data could be mined about writing and critical thinking.
  3. COE Policy and Procedures Manual
    - Faculty Sections 02-02 through 02-04  
We reviewed Faculty Section 02-02 through Section 02-04. AC agreed on all of the changes for this section.
    - Committee Structure and Representative Section.  
We will work on that at the next AC meeting.
  4. Scholarships
    - Dr. Meeks asked that all departments be sure to select recipients and process the paperwork for scholarships within the College of Education
  5. Year End Budget, Course Fees
    - Dr. Meeks shared with AC to monitor their year-end budget(s) and course fees; be sure to spend down to meet the needs of the department, college and students.
  6. Other Items of Mutual Interest – None
  7. Announcements
    - Next AC Meeting April 4, 2012
    - Common Core Meeting, Jonesboro High School, March 8, 5-7pm

- Fall and Spring Off-Budget due March 15, 2012, to Academic Affairs. Due to Mary Jo March 13, 2012.
- Job Fair, March 14, 2012, 10:00am – 2:00pm. Student Union Centennial Hall
- Spring Break, March 19 – 24. Office Coverage
- Faculty Awards – Committee meeting on Thursday, March 8 at 1:00p.m. Dr. McGregor reported that she has the information from the university regarding criteria for new award. She said that she would send those out via email.
- Student Awards – Be sure to complete the required paperwork
- Convocation of Scholars , April 9 – 13, 2012
- Kappa Delta Pi Reception, Tuesday, April 3, Fowler Center, Grand Hall
- End of Year Celebration – Will be Dead Day, May 1.
- Literacy A La Carte – March 9 from 5:00 -8:00p.m. in Student Union, Spring River
- Annual Physical Education Workshop – March 29 from 8:30 – 12:30 in HPESS
- Teacher Education sponsored film, “Road to Nowhere” ; there will be a flyer specifying time and place

8. Adjourned 11:30 a.m.