

ADMINISTRATIVE COUNCIL MEETING

Thursday, August 25, 2010

Meeting Notes

Attendees:

Don Maness – Dean

Greg Meeks, Associate Dean

Mary Jane Bradley – Director, PEP

George Foldesy – Chair, CEE

Mitch Holifield – Chair, ELSCE

Loretta McGregor, Chair, Psychology & Counseling

Jo Ann Nally, Director of Childhood Services

Dianne Prince – Chair, Teacher Education

Jim Stillwell – Chair, HPESS

Absences:

OLD BUSINESS

None

OTHER AGENDA ITEMS

None

FUTURE DISCUSSION ITEMS

None

NEW BUSINESS

1. ADC Report (8/16/10) - Handout

- Rent-a-Book program is underway
- IT has a plan to create a “Business Owners’ Group” which will be an advisory to IT
- EvalKit will continue to be field tested this fall
- Wimba is being field tested

2. ADC Meeting with the Provost (8/23/10) - Handout

- The COE Steering Committee for Capital Campaign will be established this fall
- Chairs are strongly encouraged to participate in the Strategic Planning Meeting on Oct 14-16
- A report regarding how carry forward account funds will be used is due to the Dean’s Office by October 8, 2010

- Faculty equity will follow the *Faculty Handbook* and the process will begin after October 15, 2010
- Be careful in adding (especially freshman) students to classes after the first week of school

3. Preliminary Enrollment Numbers – Handout

- We are anticipating a record enrollment of over 13,000 students this fall

4. SCH Production by Fiscal Year

- Fiscal year for 2009-2010 credit hours for COE was 76,265 for a 23.8% increase over 2008-2009

5. College Hearing Committee

- Each department needs to identify 2 graduate students and 2 faculty members; and 2 undergraduate students need to be identified from Psychology, Teacher Education and HPESS departments by September 1, 2010 to be in the College Hearing Committee pool. Students' names and contact information should be sent to Dr. Meeks

6. Meet with Departments

- Dr. Maness would like to meet with each department during the fall semester

7. Announcements:

- 2010-2011 PRT calendar has been posted on the website and has been distributed to new faculty
- Dr. Tatiana Chuikova, a visiting professor from Russia, will be in the Psychology Department this fall
- Childhood Services is looking for a new HR person
- ELSCE is looking for an administrative assistance

8. Meeting was Adjourned 10:50