ADMINISTRATIVE COUNCIL MEETING
Thursday, July 7, 2010
Meeting Notes

Attendees:
Don Maness – Dean
Greg Meeks, Associate Dean
Mary Jane Bradley – Director, PEP
Dave Cox for George Foldesy – Chair, CEE
Dave Cox for Mitch Holifield – Chair, ELSCE
Loretta McGregor, Chair, Psy & Coun
Dianne Prince – Chair, Teacher Education
Jim Stillwell – Chair, HPESS

Absences:
Joann McNally, Director of Childhood Services

OLD BUSINESS

OTHER AGENDA ITEMS

FUTURE DISCUSSION ITEMS
1. Infrastructure process 3/3/10

NEW BUSINESS

   • The following recommendations were made:
     o Adjunct faculty be permitted to purchase parking tags
     o Three parking spaces be reserved for faculty members in the Library/Education Communications parking lot for professors teaching CVN classes, but other option should first be explored
     o Faculty/staff parking spaces be reserved until 7:00 PM with the exception of the parking garage
     o Persona non Grata policy contingent upon further clarification of section 2a, 2f and 2g.
   • Appropriate use of Information and Technology Resources was deferred until the next meeting

• Strategic Plan work session is scheduled for October 14-16, 2010
• Approximately 40% of $26,000,000 of Indirect funds was spent by COE
• 2% faculty raises have been put on hold and there is a possibility that the increase will be reinstated retroactively in January
• Faculty searches will be funded at $1000 per search
• Course Fee distribution should be provided this week
• Faculty Development Funds should be able within the next few weeks
• Off-budget funds for the fall is fully funded, the spring budget is still under funded
• Dr. Wyatt will be on a 12 month contract and he will use the first six months to work on some special projects and the next six months he will be on a sabbatical.

3. **COE Goals/Initiatives (Handout)**

   • The *COE Goals/Initiatives* draft was handed out. If the chairs/directors have input please contact Dr. Maness

4. **Graying of the COE Faculty (Handout)**

   • The *Graying of the COE Faculty* table was handed out. The COE means are very close to the university means.

5. **EvalKit (Greg Meeks)**

   • Decision was made to use EvalKit in the fall for online classes
   • HPESS will check with faculty about using paper and pencil method for traditional classes, PEP Office will use EvalKit for supervisor evaluations for interns

6. **Academic Impressions Workshop Report—Dianne Lawler (Handout)**

   • Faculty portfolios are a good way to document progress and facilitate reflection
   • Course portfolios includes: Curriculum Matrix, Standard Alignment, Syllabi, course evaluation, etc. Course portfolios facilitate discussion and reflection and help with orienting adjuncts
   • Peer coaching and faculty mentoring was promoted
   • Post-tenure review was also discussed

7. **COE/Department Supplies & Services Budget (Handout)**
• We have had $219,224 budgeted every year since FY2008-2009 for supplies and services

8. **August Commencement**
   • Dr. Meeks will represent the COE at the August 6 Commencement
   • Marshals
   • Dr. McGregor will assist Dr. Meeks in distributing diplomas

9. **Technology Fee Allocations (Handout)**
   • There is adequate funding for 41 computers to be purchased for faculty for FY2010-2011

10. **Information Technology Service Email (6/25/10) (Handout)**
   • In the future, faculty and students will not be able to be downloaded Microsoft Office on-line. An installation disk must be requested from Information technology Services

11. **Action Steps**
   • Technology Fee faculty priority listing will be distributed to the chairs
   • Please remember to send your department course/instructor evaluation to Dr. Meeks (ELCSE’s has been received)

12. **Announcements**
   • The swimming pool should open on Monday
   • Approximately 80% of Psychology and Counseling GIF money has been spent
   • Entry way has been remodeled in the Psychology and Counseling clinic
   • Psychology and Counseling has set up a physiology lab
   • PEP Office has been working on crunching Praxis II scores
   • Teacher Education is interviewing a candidate for Mt Home reading position this week
   • *Creating Learning Outcomes* handbook was distributed
   • Dr. Josie Welsch is available to work with program directors who do not report to a SPA on planning their assessment protocol
   • A search has been approved for Dr. Dan Cline’s line
   • A search for an early childhood education position in Jonesboro is underway
   • COE has been awarded $20,000 to convert a classroom to a Smart Classroom
• Dr. Lawler is stepping down as chair effective June 30, 2011

13. Meeting adjourned at 11:12 AM