

# ADMINISTRATIVE COUNCIL MEETING

Wednesday, August 8, 2012

10:00 am – 11:30am

## Notes

### **Attendees:**

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

### **Absent:**

Jo Ann Nalley – Director of Childhood Services

### **OLD BUSINESS**

### **NEW BUSINESS**

#### **1. Roles and Responsibilities**

- a. Function of the AC
  - Team
  - Advisory to Dean, sounding board for the Dean
  - Mentor
  - Helps with the flow of information top to bottom and bottom to top (also includes State initiatives)
  - Some decisions are made here
  - Look at things from others perspective
  - Collegial
  - Learn from one another
- b. Role of the Dean
  - Stand between upper administration and departments (Advocate to upper administration and Advocate to chairs)
  - Fiscal Manager
  - Cast a vision
  - Managing the shared governance process
  - Advocate to bring down unnecessary
  - Thilla's Thoughts
    - I will continue to interface directly with faculty to discuss initiatives, but will keep the chairs in the loop
- c. Role of Department Chairs

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- Stand between dean's office and department (Advocate to dean's office and Advocate to faculty/staff)
- Hire and retain qualified faculty
- Good steward of resources
- Advocate faculty, staff and students
- Scheduling
- Be sensitive to stakeholders
- Six hours teaching load being required by Hudson (other responsibilities should be specified if requesting lower than the 6 hours)
- Thilla's Thoughts
  - I want leaders
  - Want to foster a culture where faculty are encouraged to try new things
  - Must be advocate for faculty, but must also advocate dean's initiatives
- d. Role of Program Coordinator
  - Insure accreditation/assessments requirements are fulfilled
  - Responsible for curricular changes
  - Assist with scheduling
  - Student recruitment
  - Bulletin changes
  - Course release practice is not consistent across the college and we will examine this to bring consistency across the college

### 2. Dr. Hudson's Direction

- a. Continue to move towards a research institution
- b. Reducing the number of administrators
  - i. Increasing professor lines and less instructors
- c. Trimming nonviable programs and moving resources to viable ones (college level decision)
- d. Developing New Programs
- e. Developing International programs (focused on Latin and Central America brick and mortar campus)

### 3. Miscellaneous

- a. Academic Capital funds
- b. Computer updates

The mission of the College of Education is to generate and disseminate knowledge through teaching, research, and service; and to apply that knowledge to improve education and the quality of life for all individuals in a pluralistic and democratic society. We accomplish this within student-centered, intellectually challenging environments with faculty and staff dedicated to excellence.