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
         o 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.