

ADMINISTRATIVE COUNCIL MEETING

Wednesday, September 21, 2011

Meeting Notes

Attendees:

Greg Meeks - Interim Dean
Mary Jane Bradley – Interim Associate Dean
George Foldesy – Director, CEE
Mitch Holifield – Chair, ELSE
Lina Owens – Interim Chair, Teacher Education
Jim Stillwell – Chair, HPESS
JoAnn Nally – Director of Childhood Services
JaneMarie Dewailly – Interim Director, PEP

Absent:

Loretta McGregor – Chair, Psychology & Counseling

OLD BUSINESS

NEW BUSINESS

1. Academic Affairs and Research Council (Handout)
 - Dr. Meeks shared the importance of Performance Funding. Emphasis will be on increasing the number of graduates in STEM and other critical need areas. The COE needs to look at AA degrees and up. We need to look at adding early childhood and middle level AAT degrees.
 - Currently each unit is allotted so many lines. Dr. Meeks announced that there are 300 slots in the state-wide pool for 4-year universities. The unit must come up with the money. He directed us to two documents in our packets to assist with seeking new slots.
 - Currently working on a draft for HLC and a group of consultants will be on campus near the end of September.

2. Strategic Plan – Greg Meeks
 - Department input due October 4 – Dr. Meeks has received Dr. Foldesy's and Dr. Holifield's
 - AC meet October 7 from 9:00-12:00 (lunch provided) – This is on a Friday and not on a Wednesday. We will focus on college-wide goals.

3. NCATE Focus Visit – Mary Jane Bradley

- Dr. Bradley thanked the chairs for sending names and contact information for advanced programs candidates and alumni; she also thanked them for their attendance at the Professional Education Faculty meeting on Thursday, September 15.
 - Dr. Bradley reminded chairs of the need for Mentor/Supervisor names and contact information; she also requested samples of graded comprehensive exams and portfolios. For the on-line portfolios, she needs the name of the program, coordinator, student's name, and semester graded.
4. Assistant Professor – non-tenure classification
- After contact from Robin Hicks, Dr. Meeks asked us to consider whether a person with a doctorate in an instructor line could receive additional recognition with a title of assistant professor non-tenure; Dr. Meeks asked the group for input, and after discussion, the group responded in favor.
5. Textbooks
- Dr. Meeks met with Nikki Newing concerning textbooks. Ms. Newing acknowledged problems in the past of running short on copies of books. She said every Friday the Registrar's Office updates the bookstore with additional classes. She also said that if we have late adds contact her, and she will order the books and they will be in within 3 days. Nikki's email address is nnewing@astate.edu.
6. State Line Item Pool (handout)
- Discussed in agenda item 1
7. Searches (handout)
- CEE – Dr. Foldes stated that everything has been approved. He has received the money for the search, and the advertisement will go out next week. The search is moving right along.
 - Psychology and Counseling – Dr. Meeks shared that the department is searching for the replacement for Dr. Shin
 - Teacher Education – searching for Chair of Teacher Education
8. Other Items of Mutual Interest
- Dr. Meeks shared that the state is considering a change in the accreditation process, contingent upon Secretary of Education Arne Duncan with the implementation of CAEP, and upon approval by the State Board. The change will consist of 3 options for review of programs for licensure in CAEP. The three options are as follows: Option 1: Review by SPAs, 2: Review by CAEP, and 3: Review by State Agency. This can simply the process, however may opt for keeping SPA. We will know prior to the next round of SPAs.

- Dr. Meeks disseminated a listing of college student organizations and asked the chairs to update the list.
- An email was sent by Dr. Meeks asking chairs to share a name for representation on the new committee Unit Assessment Operations Committee. The only response that he received was from Secondary Education Program Area. Don Maness is the representative for Teacher Education, and John Beineke is for Educational Leadership, Curriculum, and Special Education.
- Dr. Meeks asked us to review the handout on Promotion and Retention to confirm each faculty listed and the year.
- Dr. Meeks was informed that the University Graduation and Academics Credits Appeals Committee was not dissolved, and we needed a college representative. The representative will be Dr. Dianne Lawler.
- With Dr. McGregor covering two of Dr. Yanowitz's classes and one of the classes at 10:00 a.m. on Wednesdays, Dr. Meeks shared that the Administrative Council meeting time needed to be changed. The agreed upon time was Thursday at 10:00 a.m.
- General Education is looking at a minimum of 35 hours. Currently, Concepts of Fitness is not included in the proposed ASU General Education Core, but needs to remain because of the university's General Education Goals for Students. Dr. Lance Bryant is the COE representative and is writing a one page white paper specifying why it should remain in the general education core.

9. Announcements

- Next AC meeting October 7, 2011 at 9:00 AM
- Research Development Institute 2012 (handout)
- JoAnn Nally shared they had opened a new office in West Memphis and very proud of it. She also shared that all grants are due in the next six weeks. She also disseminated a brochure on ASU Childhood Services.
- Dr. Meeks asked that we all remember Karen Yanowitz.
- Dr. Stillwell announced that Dr. Espinoza had gotten married, and that Dr. Mooneyhan and his wife are expecting.

10. Adjourned 11:00 AM