

ADMINISTRATIVE COUNCIL MEETING

Wednesday, December 1, 2010

Meeting Notes

Attendees:

Don Maness – Dean

Greg Meeks, Associate Dean

Mary Jane Bradley – Director, PEP

George Foldesy – Director, CEE

Mitch Holifield – Chair, ELSCE

Dianne Lawler – Chair, Teacher Education

Loretta McGregor - Chair, Psychology & Counseling

Jo Ann Nally - Director of Childhood Services

Jim Stillwell – Chair, HPESS

OLD BUSINESS

1. Would the COE be interested in co-sponsoring a workshop with the College of Business?
2. Convocation of Scholars

NEW BUSINESS

1. ADC Provost Meeting Report – 11/29/10
 - Electronic PRT application for third year review is available, but is optional
 - In spring 2011 all course syllabi should include learning outcomes
 - General education goals have been reduced from ten to nine
 - The HLC Committee will start their work in spring 2011
 - Faculty equity allocations will be announced next week
2. Oxford Fellowships: Harris Manchester College
 - Five applications have been received to date. The Dean's Office will review the applications and announce the recipient no later than January 15, 2011.
3. Unit Assessments (LiveText)

- A reminder: Unit Assessments embedded in fall semester courses, which are required to be entered in Live Text, need to be completed by January 15, 2011

4. Grievance Hearing Committee

- A committee will be established of three faculty and two students outside of the Department of Psychology and Counseling to hear a undergraduate student grievance

5. Faculty Searches

- CEE (Dan Cline line) will have completed two phone interviews prior to the break
- Janine Trautwein's search will begin in January
- Two candidates have been interviewed by phone for the early childhood search
- One phone interview has been completed and a second one pending for the school counseling search (Tom Dodson line)
- The school psychology position has been posted on JobsAdmin and an ad will appear in Chronicle in their December issue (Amy Claxton line)
- Three applications have been received for the Teacher Education Chair search. The search was reopened on JobsAdmin and no new applications were received. Dr. Maness will be meeting with the search committee to discuss strategy.

6. Announcements:

- December 3, 2010 Childhood Services stimulus money will be invoiced to the Department of Human Services
- Cindy Hinson is back in the office after knee surgery
- Dec 7, 2010 exit evaluations will take place for interns
- The ETEN deadline for submitting a proposal is today. Currently, two presentations have been accepted. The conference will be in Amsterdam April 14-17, 2011.
- December 15, 2011 program outcomes need to be entered into TraDat.
- Karen Hancock is back in the ELCSE office half-time.

- December 14th – 6:30pm – 9:00pm, Come and Go Reception at home of Don & Connie Maness.
- December 15th – 9:00am – 10:30am, AC Brunch at the home of Dianne Lawler at 2208 Byrnewood Drive.

7. The meeting was adjourned at 10:40.