

ADMINISTRATIVE COUNCIL MEETING

Wednesday, July 20, 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

Nola Christenberry for Loretta McGregor – Psychology & Counseling

Jim Stillwell – Chair, HPESS

JaneMarie Dewailly – Interim Director, PEP

Absent:

JoAnn Nally – Director of Childhood Services

OLD BUSINESS

NEW BUSINESS

1. AARC Report (7-11-11) Handout – G. Meeks

- Legislature approved performance based funding (Act 1203). Twenty-five percent of funding will be tied to performance based funding and will be fully implemented within five years. The sixth year could have financial impact with no money being appropriated; therefore, any adjustments will be at the expense of others.
- Breach of Security – Dr. Meeks asked if anyone but Professional Education Programs office used social security numbers. No one indicated using them for student information. A question was asked whether social security numbers were used with faculty files. Dr. Meeks urged everyone to be very careful.
- Dr. Meeks shared that Josie Welsh spoke at the AARC meeting sharing that as department chairs meet with faculty be sure to ask “How are you using data from your findings last semester? Where are you documenting the changes?” Josie also recommended that every faculty member be knowledgeable about the following representatives: faculty senator, Learning Outcomes Assessment Council representative, and General Education Shared Governance representative.
- Dr. Meeks asked all departments to check “Academic Programs” on the A-Z index to see if program requirements are correct. If they are not correct, please let Lynita Cooksey and Tracy Finch know.

2. August Commencement
 - Marshals - Valerie Hilson will sub for Andy Mooneyhan and Lina will check with Ron Towery to sub for Loretta McGregor
 - Diploma Distributors – JaneMarie Dewailly will assist
3. Technology Fee Allocations
 - Cindy Bode is working on the allocations and all computers have been ordered. Dr. Stillwell requested an updated list, and Dr. Meeks agreed to send it to all department chairs and directors.
4. Infrastructure Allocations
 - The departments of Psychology and Counseling and HPESS will receive allocations the first semester (Fall 2011). The Teacher Education Department will be able to order their approved items after the second allocation is received during the second semester.
5. Strategic Plan
 - Dr. Meeks reminded members of AC to work on strategic planning during the beginning faculty meetings. During the previous AC meeting, there were a couple of questions regarding the plan. One was whether there is a supporting document, and according to Dr. Cooksey there is not. Dr. Meeks agreed to send another copy of the Strategic Planning Priorities and the Action Steps Template.
6. MSERA membership
 - Dr. Meeks shared that he would renew the \$400 Institutional Membership for Mid-South Educational Research Association. With the institutional membership there will be four individual memberships available for faculty. He asked each chair to share names of junior faculty for consideration of membership. The following were stated: ELCSE – Annette Hux; Teacher Education – Ryan Kelly or Deb Owens; Psychology & Counseling – Dianne Langford or Gina Hudson; HPESS – none. Dr. Meeks asked each chair to ask aforementioned faculty of interest in membership in MSERA and let him know by Tuesday, July 27, 2011.
7. IDCs
 - The formula has changed with funding based on IDCs brought in. The percentages allocated to entities have also changed. The College of Education percentage has gone from 60% in the past to 39%.
8. Other Items of Mutual Interest - None

9. Announcements

- Chairs and Directors share sick leave, vacation, or conference leave with Patti Reed so that she can place it on the calendar
- Spring 2011 Semester Course/Instructor Department Report for traditional classes – Please send the Scantron Report to Dr. Meeks
- Internal Audit Handout is for your information
- Carry Forward Quarterly Reports – Report on department carry forward accounts due to Dr. Meeks August 2, 2011
- Update on Faculty Searches were given by Lina Owens and Nola Christenberry
- Reassigned Time Reports/Requests – Dr. Meeks asked chairs to send reports of any faculty who had reassigned time for Fall 2010 and Spring 2011 to him; he also asked chairs to send a request for faculty having reassigned time for the Fall 2011 and to also complete employee status forms.
- Beverly Mitchell Pre-Visit is scheduled for Tuesday 7/26/11 (NCATE Focus Visit BOE Chair)
- Advanced Program Data Results published (TEAMS website-2011 Focus Visit) for your review; Steering Committee has reviewed the IR draft; Greg also asked Nola to check with Loretta about using ED 109 for the October 16-18 visit.
- Fall Semester AC Meeting Dates (Aug 10 & 24, Sept 7 & 21, Oct 5 & 19, and Nov 2 & 16)

10. Adjourned 10:50 AM