ADMINISTRATIVE COUNCIL MEETING
Thursday, November 17, 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
Loretta McGregor – Chair, Psychology & Counseling
Jim Stillwell – Chair, HPES
JaneMarie Dewailly – Interim Director, PEP

Absent:
JoAnn Nalley – Director of Childhood Services

OLD BUSINESS

1. HLC request -
   a. Data Says
   b. So What?
   c. How we changed?
   d. What we got?

   • Needs a couple of examples of undergraduate and one example of graduate for closing the loop. Dr. Meeks has the examples from Mitch Holifield.

2. SREB on-line courses

   • If have courses online available for students not admitted into the program, the online course must be sent to SREB. Ex. Three courses for the Program of Study for Middle Level 5-6th graduate add-on

3. Searches

   • Center for Excellence – one search; it is closed; have 2-3 individuals to interview

NEW BUSINESS

1. Academic Affairs and Research Council with Provost – November 14, 2011
• Dr. Meeks emphasized item 3 from the AARC Report concerning licensed vendors. He cautioned us stating that if Arkansas State University or an ASU logo is used on promotional or printed items, it must be contracted with a licensed ASU vendor.

• Item 5 from the AARC meeting revealed that ASU is working with an outside company to redesign the ASU website. The plan is to migrate to the new site in the spring and at the latest August. In the future, Todd Clark will manage most changes that need to be made with the exception of program changes. Tracy Finch will be responsible for those.

• Dr. Meeks shared with AC that the new formula combined with the fact that IDCs are based on how much IDCs bring in, IDCs will be 27% of what was received last year.

• Qualifications of Instructors and Adjucts were one of the items addressed at AARC meeting. Instructors of record must have a master’s degree and at least 18 hours in the area they are teaching.

• Dr. Meeks addressed the changes regarding travel reimbursement. In the future, most individuals will use a rental car. Individuals must keep receipts for meals and will only be reimbursed for one bag on flights. University supervisors of interns should be able to continue to use their personal cars. More specific guidelines will probably be forthcoming.

2. IDC Faculty Development Distribution

• Dr. Meeks gave each chair and Dr. Foldesy an envelope specifying the IDC amount and the faculty development amount for the department. IDCs will be transferred to the department account and for faculty development department chairs will need to work with Mary Jo.

3. Other Items of Mutual Interest - none

4. Announcements
   a. Next AC meeting December 1, 2011 at 10:00 AM
   b. ADE Sponsored Meeting December 5, 2011 at 1:30-3:30 and 5:00-7:00 Student Union Auditorium, Topic: Teacher Evaluation and ESEA Flexibility
   c. COE Commencement December 17, 2011 at 10:00 AM
   d. ETEN
   e. Future Teacher’s Day Friday November 18, 2011
   f. Handout of Items Due to Dean from Department Chairs
   g. Academic Chairpersons Council February 9-10, 2012 in Orlando
   h. There will be a Christmas get-together at Dr. Meek’s on December 13, 2011

5. Adjourned 10:45 a.m.