ADMINISTRATIVE COUNCIL MEETING  
Wednesday, February 8, 2012  
Meeting Notes

Attendees:  
Greg Meeks - Interim Dean  
Mary Jane Bradley – Interim Associate Dean  
George Foldesy – Director, CEE  
Lina Owens – Interim Chair, Teacher Education  
Loretta McGregor – Chair, Psychology & Counseling  
David LaVetter for Jim Stillwell – Chair, HPESS  
JaneMarie Dewailly – Interim Director, PEP  
JoAnn Nally – Director of Childhood Services

Absent:  
Mitch Holifield – Chair, ELCSE  
Jim Stillwell – Chair, HPESS

OLD BUSINESS

1. Searches  
   • Center for Excellence – Dr. Foldesy said that it was a failed search. The first person offered did not accept because of salary; the second person did not work out; therefore, the search has been opened again.  
   • Psychology and Counseling – Dr. McGregor said that the search had been narrowed to three applicants; then after telephone interviews narrowed to two. They want to invite one candidate to campus next week in between Chancellor Candidate interviews.  
   • Teacher Education – Dr. Meeks said that he needs to talk with Dr. Owens about searches.  
   • Early Childhood Services – Ms. Nally reported that there are two searches for Program Directors.

2. Conflict of Interest Forms  
   • Dr. Meeks indicated that all forms have not been submitted and needs to be turned in to Patti as soon as possible.

3. Capital Requests  
   • If any department has capital requests, Dr. Meeks said to let him know as soon as possible. Dr. McGregor asked for the definition again, and Dr. Meeks shared that with the group.

4. Website
• Reminder – At last AC meeting Dr. Meeks shared a letter from Todd Clark, who wants suggestions of a few people to interview for the website. He also asked for any initiatives to spotlight.

NEW BUSINESS

1. ADC January 2, 2012
   • Dr. Meeks reported that the NSO is being restructured. From 11:00-12:15 students and parents will be encouraged to visit the various colleges to talk with faculty.
   • Jill Simons suggested that First Year Experiences course be designed to have the first half of the semester consisting of orientation to college and the second half focusing on an introduction to the profession with a service project included.
   • Preview days – Parents will be invited.
   • Camps – If any department holds a camp, admission wants to know who attends so that they can do follow-up for recruitment.

2. ADC January 23, 2012 (handout)
   • JR Webcast – Dr. Jones arranged a webcast to share information from the space utilization study. Key findings were: 24 hours weekly of scheduled classroom use, 68% average usage, 25 students per section.
   • An electronic copy of the entire report will be sent to the Deans.

3. COE Policy and Procedures Manual – Administrative Section
   • We went over each page in the Preface and Administrative Sections. AC approved all changes.

4. Stillwell January 20, 2012 Letter on holds
   • AC discussed the topic of “holds” as a result Dr. Stillwell’s email. The agreement was that Dr. Meeks talk to fellow Deans.

5. Other Items of Mutual Interest
   • Dr. McGregor shared information regarding Faculty Awards. As Chair of the Faculty Award Committee she reported that no university calendar has been established for this year. She shared the process and recommended that the College of Education not wait for the calendar. AC decided that faculty be alerted about the process and to start preparing their packets for submission.
   • Dr. McGregor also indicated that criteria for the Academic Advisor Award will developed this spring with the award going into effect spring 2013.
   • Dr. Meeks said that all of us should have received information from Dr. Gilbert regarding a conference on leadership skills and encouraged faculty with leadership potential to attend.

6. Announcements
a. Next AC meeting February 22, 2012
b. Infrastructure – there is a date change on the handout; the attached template is to be used and Mary Jo needs it by Friday. College meeting is Monday, February 13, 2012.
c. PRT items due – Handout with deadlines
d. Summer Requests – Not heard anything yet; submit what you anticipate.
e. Fall Schedule – Can do off-budget schedule for Fall 2012.

7. Adjourned 11:10 a.m.