

ADMINISTRATIVE COUNCIL MEETING

Thursday, August 11, 2010

Meeting Notes

Attendees:

Don Maness – Dean
Greg Meeks, Associate Dean
Cindy Hinson for Mary Jane Bradley – Director, PEP
George Foldesy – Chair, CEE
Mitch Holifield – Chair, ELSCE
Craig Jones for Loretta McGregor, Chair, Psychology & Counseling
Dianne Prince – Chair, Teacher Education
Jim Stillwell – Chair, HPESS

Absences:

Mary Jane Bradley – Director, PEP
Loretta McGregor, Chair, Psychology & Counseling
Jo Ann McNally, Director of Childhood Services

NEW BUSINESS

1. ADC Report (8/2/10) - Handout
 - University Police is responsible for enforcing the no smoking policy
 - Faculty Equity for 2010-2011 (\$100,000) more clarification of the process should be forthcoming
2. AARC Report (8/9/10) – Meeks
 - University-wide Faculty Conference is August 18, 2010
 - HLC
 - TA/Adjuncts must have one degree above the level they are teaching. The only exception is where someone is properly credentialed is the instructor of record.
 - Syllabi are to be sent to Kathryn Jones' office on the census day (11th day of class) at least once per year.
 - HLC writing committees will be established this fall
 - Program goals and outcomes should be entered into TracDat by September 30.
 - F&A (IDC)
 - Funds will be deposited into the Dean's account by the end of the month.
 - Enrollment

- Admission of freshman is down due to the higher admission standards
 - New federal regulations only allows for \$200 debt carry over by students from semester to semester. As a result general education courses may want to consider collapsing multiple sections of classes with small enrollment into less sections; allow for more over-rides and less adding new sections.
 - Early Alert
 - Faculty members are encouraged to use this referral service. It is available on InState portal. It currently refers student who have identified needs to designated organization advisors. In the future, it will refer students to their academic advisor.
 - ITTC Institute
 - There will be 59 sessions offered this fall.
 - The ITTC institute will be offered this fall and will include a stipend.
 - Timi Saffell is Dr. Glen Jones new administrative assistant.
3. Faculty Equity 2010-2011 will be discussed by Dr. Jones at the University-wide Faculty Conference - August 18
4. Professional Development Support for 2010-2011 is as follows:
- Faculty Development
- \$3124.00 CEE/ELCSE
 - \$3124.00 HPESS
 - \$3124.00 Psychology/Counseling
 - \$6248.00 Teacher Education
- Dean's IDC (F&A) Fund
- \$7500.00 CEE/ELCSE
 - \$7500.00 HPESS
 - \$7500.00 Psychology/Counseling
 - \$12,000.00 Teacher Education
5. COE Support Staff Training
- September 8, 2010 at 12:00 pm – 4:00 pm (lunch will be included)
 - Department offices needed to be covered during this training
6. Strategic Planning Meetings are scheduled for October 14-16, 2010
7. A new COE Phone has been issued to Cindy Bode (870-275-8789).

8. Announcements:

- PhD Educational Leadership program has been approved by ADE and ADHE
- MAT programs in ECH and MLED has been approved by ADE and ADHE
- Ryan Kelly has arrived, new MH faculty member has been hired, and the ECH search is underway (14 apps)
- A donation button has been added to COE website that have the COE format
- Department and Program COPE representatives should be elected next week
- NCATE has moved SPA reviews to the mid-cycle of the NCATE review cycle, i.e. spring 2013
- The question was asked, "What is the university policy regarding nicotine delivery devices?"
- Mary Elizabeth Spence has been hired as an administrative assistant in the Professional Education Office
- Chair search for Department of Teacher Education is underway
- Promotion, Retention and Tenure Calendar for the COE was distributed
- Fall AC meetings are as follows: 8-25-10, 9-8-10, 9-29-10, 10-13-10, 10-27-10, 11-10-10, 12-1-10, 12-15-10

9. Adjournment