

## ADMINISTRATIVE COUNCIL MEETING

Thursday, December 15, 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, HPESS  
JaneMarie Dewailly – Interim Director, PEP

#### **Absent:**

JoAnn Nally – Director of Childhood Services

#### **OLD BUSINESS**

1. HLC request -
  - a. Data Says
  - b. So What?
  - c. How we changed?
  - d. What we got?
  
2. Act 747 – priority is to clean up bulletin pages – We will do this at the beginning of next semester.
  
3. Searches (handout)
  - **Center for Excellence** - Dr. Foldesy reported that they had interviewed one person, but the person did not accept; there are others in the pool.
  - **Teacher Education** - Dr. Owens shared that Dr. Jin Kim had resigned effective at the end of the Fall semester.
  - **Psychology and Counseling** – They are searching, and there are 3 applicants.

#### **NEW BUSINESS**

1. Academic Affairs and Research Council with Provost – December 12, 2011
  - Dr. Meeks shared that the state budget will be flat, and the Governor has not yet approved raising tuition; therefore raises are a question.

- Dr. Meeks emphasized item 6, ACT 747. He disseminated the form for bulletin changes. Course changes need to go through the normal approval process and is due at the end of January. Letter of Notification item 7 is for explanation of programs exceeding 120 hours.
- Dr. Meeks shared with AC that assessment and research must become aligned. According to Josie Welsh, faculty assessment responsibilities need to become a part of scholarship not service on PRT. Dr. Meeks encouraged all chairs to attend the January 3, 2012 Chairs' Forum on Assessment at 3:30.

## 2. Academic Affairs and Research Council with Provost – November 28, 2011

- Dr. Bradley shared with AC that Dr. Cooksey requested that evening classes begin at 5:30 to give students ample time to drive to the university. Furthermore, Dr. Cooksey shared that the preference is to not turn M W classes into T R class time slots. The 15 minutes spill over into an hour time slot in which general education courses could be taken. She stated that she would send spread sheets for us to review.
- Dr. Jones was asked about class number limits being enforced. He responded that the class limits would be enforced, but there will be exceptions and will have to go case by case and use common sense.
- As shared by Dr. Jones, the Executive Council has not discussed the FY 13 budget yet, but in anticipation, he asks that we think about budget requests for next year. He indicated that whether we receive new money or not, we should come up with our top three priorities. The due date for the top three priorities is January 20, 2012. This is not a wish list, and if we have any necessary requests such as accreditation, we need to list that. Robin Hicks stated that she would send the template for the budget request with an additional column tying the requests to the strategic plan. She also stated that she would send the Spring off-budget template today.
- Dr. Jones announced that the Who's Who among Students in American Universities and Colleges reception and award ceremony would be held at 6:00 tonight (Monday night). He stated that all of us were on the program and asked us to be there to support the students.
- Faculty productivity – Dr. Jones shared that the productivity report is done every year and sent to the state. There is discussion regarding the most useful way of collecting the information. There will be a Banner Faculty module and the interface for Banner is being developed. Marie Dockter will speak to the group about it later.
- 2025 funding – Jack Zibluk has sent out information. The Coordinating Board will review for consideration of adopting.
- Research data – Dr. Jones is concerned about submissions being down. It is important to get the grants out the door. We need to do all we can where we are possible to be competitive. If there are any hiccups or problems, please let Dr. Jones know.

## 3. Other Items of Mutual Interest

- Dr. Holifield shared that ASU was among the top 20 institutions having National Board of Professional Teaching Standards (NBPTS) certified individuals.

## 4. Announcements

- a. Next AC meeting January 11, 2012 at 10:00 AM
- b. COE Commencement December 17, 2011 at 10:00 AM – Student Marshals are Dr. Gao and Mr. Mathis; Faculty Marshals are Dr. Mooneyhan and Dr. Bradley

- c. \$10,000 Faculty Development money allocated at the end of last academic year – Dr. Meeks announced that it needed to be spent or pre-paid.
- d. Next semester AC meeting dates are as follows: 1/11/12, 1/25/12, 2/8/12, 2/22/12, 3/7/12, 3/21/12, 4/4/12, 4/18/12, and 5/2/12. We will be moving back to AC Meetings being on Wednesday. There was a question regarding 3/21/12 being spring break.
- e. Dr. Meeks disseminated a list from Kathryn Jones and asked each chair to review faculty listed. Revisions are in yellow.
- f. Mrs. Templeton is back working mornings.
- g. Karen Yanowitz went home Tuesday.

5. Adjourned 10:45 a.m.