

ADMINISTRATIVE COUNCIL NOTES
Wednesday, November 3, 2010

Attendees:

Don Maness – Dean
Loretta McGregor, Chair, Psy & Coun
Dianne Prince – Chair, Teacher Education
Jim Stillwell – Chair, HPESS
Mitch Holifield – Chair, ELSCE
Mary Jo Bohrman – Fiscal Support Specialist

OLD BUSINESS

NEW BUSINESS

1. Eval Kit – Cindy Bode - Handout
 - Feedback on proposed common questions from Deans due 11/15/10
 - HEH will continue to use the previous COE format.
2. ADC Meeting with the Provost October 26, 2010 - Handout
 - Critical issue is assessment. There is an HLC visit coming up. Three items must be completed by December 15, 2010.
 1. University assessment plan must be written
 2. There must be a written program assessment for each program.
 3. There must be a written assessment plan for general education
3. ADC Meeting November 1, 2010
 - Next year the ACT admissions requirement will be 21.
4. Chairs/Directors Time Away from Office
 - Send Patti an e-mail notifying the Deans Office when you will be out of your office so that we can put it on the calendar.
5. College of Business Conference - Handout
 - The College of Education might want to think about working with the College of Business the next year and co-sponsor a workshop on learning and teaching.
6. College of Education Productivity Report - Handout
 - Section IV has been added, entitled Professional Development. This is intended for faculty to note conferences they have attended, but did not present.

7. Customer Service Workshop - Handout
 - COE staff members are encouraged to attend this customer service workshop. Times available are listed.

8. Criteria for Promotion and Tenure (2011-2012) - Handout
 - Forward feedback to the committee chairperson, Paul Finnicum

9. Announcements
 - 40 students will be attending the AAPERD conference in Little Rock tomorrow. Two grad students will be presenting.
 - Three applications have been received for the Chairs position in the department of Teacher Education.
 - The department of Psychology and Counseling has one student that will be recognized in the Who's Who
 - Dr. Chuikova, visiting Russian professor has returned home
 - Dr. Amy Claxton has tendered her resignation effective 12/31/10
 - The department of Teacher Education has three viable candidates for the Early Childhood position.
 - Dr. Dixie Keyes has been named to the State Literacy Board.