

ADMINISTRATIVE COUNCIL MEETING

Wednesday, August 24, 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

Andy Mooneyhan for Jim Stillwell – Chair, HPESS

JaneMarie Dewailly – Interim Director, PEP

Absent:

JoAnn Nally – Director of Childhood Services

OLD BUSINESS

NEW BUSINESS

1. Recruitment – Tammy Fowler

- Polly Marshall and a team of recruiters were in attendance to discuss recruiting for the College of Education. Introductions were completed and several broad questions, such as “What is unique about the College of Education at ASU?” and “What would you consider your “wow” factor?” were asked of AC. Several recruiters asked specific questions to facilitate better communication with prospective students.

2. Strategic Plan – Greg Meeks

- Department input due October 4 – There will not be an AC meeting on October 5.
- AC meet October 7 from 9:00-12:00 (lunch provided) – Dr. Meeks will send updated document to Chairs and Directors

3. NCATE Focus Visit – Mary Jane Bradley

- Dr. Bradley indicated that the NCATE schedule had changed slightly, and she disseminated a hard copy of the revised schedule. She shared that she would send an electronic schedule the next day. She also shared that she will need names of field supervisors/mentors by Friday, September 9. Dr. Bradley asked for input regarding graduate assistants availability to evaluate the unit

assessment system. After discussion, the total number of graduate assistants available would not be a sufficient number for the assessment.

4. Student Hearing Pool

- Dr. Meeks requested that each chair send names of 2 undergraduate and 2 graduate students to him. Dr. Holifield has all graduate programs; therefore, he will only send 2 graduate students' names.

5. Searches

- CEE – searching for Dr. Dan Cline
- Teacher Education – searching for Chair of Teacher Education
- Psychology and Counseling – searching for Dr. Shin

6. Other Items of Mutual Interest - None

7. Announcements

- Next AC meeting September 7, 10:00
- Syllabi sent to the correct email address with CRN number as file name (handout)
- Bulletin changes due September 2 to Jesse Blankenship
- Professional Development Support – sponsored programs will have five sessions available
- Becoming an Arkansas Teacher – notice from ADE about the October 1 job fair; Dr. Owens will obtain representative(s) to send on behalf of ASU
- College Curriculum Committee – discussion regarding the need of the College Curriculum Committee to have a continuous process during the summer months of reviewing curriculum. Dr. Andy Mooneyhan will convene the committee. Also, there was concern about the Graduate Council needing to review curriculum matters all year long.
- Excel – Dr. Bradley agreed to send dates of Excel training sessions to Chairs.
- Dr. Meeks announced that photos taken the first week of the Fall 2011 semester and photos taken last year have been sent to departmental secretaries.
- Dr. Meeks announced the Celebration of Service for Dr. Robert L. Potts. He also shared that Dr. Howard had requested letters from faculty to honor Dr. Potts. He encouraged us to write a letter thanking Dr. Potts for his service at ASU. The letters should be on 8 ½ X 11 stationery and is due by September 12.

8. Adjourned 11:55 AM

8/30/2011