ADMINISTRATIVE COUNCIL MEETING
Thursday, July 29, 2010
Meeting Notes

Attendees:
Don Maness – Dean
Greg Meeks, Associate Dean
Mary Jane Bradley – Director, PEP
George Foldesy – Chair, CEE
Mitch Holifield – Chair, ELSCE
Loretta McGregor, Chair, Psychology & Counseling
Joann McNally, Director of Childhood Services
Dianne Prince – Chair, Teacher Education
Jim Stillwell – Chair, HPESS

Absences:

NEW BUSINESS
1. Foundation Year End Report – (Handout)
   • The Foundation Discretionary Consolidated Report was distributed

2. CACREP Reaccreditation Update – (L.McGregor)
   • The Psychology and Counseling Department has been working on reaccreditation with CACREP. One set back is the resignation of Thomas Dodson who was assisting with the report. The CACREP self-study is scheduled to be completed in the next few weeks.

3. COE Opening Session Agenda – (Handout)
   • New faculty will be introduced during the COE opening session.
   • Faculty awards will be presented.
   • Lance Bryant has been asked to give a report on his trip to Oxford.
   • The book, Flat World of Education, will be given to faculty. Dr. Bowser will give an introduction to the book.
   • Dr. Stillwell will inform faculty and staff of the athletic facilities in HPESS facilities, which are available for their use.
   • Dr. Maness will present the environmental update.

4. New Faculty Orientation Sessions Agenda – (Handout)
   • This orientation will include all new faculty.
   • Liberty Bank will provide lunch.
5. **C.A.R.E. (Handout)**
   - CARE is a handbook which addresses closing achievement gaps. It was developed by the NEA. It is an excellent resource for candidates.
   - The handbook can be downloaded at [http://www.nea.org/tools/16858.htm](http://www.nea.org/tools/16858.htm).

6. **A.C. Dinner**
   - Is scheduled for August 10 at the 501 Club for AC and their spouse or date.

7. **Professional Education Faculty Input Data**
   - Dr. Meeks presented the new PEF Faculty Input Data Application.
   - Feedback suggested the need to specify undergraduate on the internship entry fields.
   - Administrative Assistants are asked to complete the “Semester Detail” for faculty in their department.
   - Individual faculty also have the ability to login and enter their information.

8. **Announcements:**
   - Advanced Placement institute went very well. Two hundred fifty-five participants were served this summer.
   - ADHE meets Friday and the PhD in Educational Leadership and the MAT in early childhood and middle level is on the agenda for consideration.
   - Full-time reading teacher has been hired for Mountain Home.
   - There are 12 applicants for the early childhood position in Jonesboro.
   - Childhood Services is sponsoring the Conscious Discipline program this week.
   - The Early Childhood Conference sponsored by CHS is scheduled for August.
   - Search for a new CHS Business Manager is underway.
   - Mary Elizabeth Spence has been rehired as an administrative assistant in PEP Office.
   - Psychology Department has initiated a new search for a faculty position.
   - The last CSI camp has been conducted this summer and it went well.
   - Off budget requests are due August 2.
   - Dr. Maness will be out of the office on vacation July 29-30, August 5-9, and 13.

9. **Adjournment**