ADMINISTRATIVE COUNCIL MEETING  
Wednesday, February 22, 2012  
Meeting Notes

Attendees:  
Greg Meeks - Interim Dean  
Mary Jane Bradley – Interim Associate Dean  
George Foldesy – Director, CEE  
Mitch Holifield – Chair, ELCSE  
Lina Owens – Interim Chair, Teacher Education  
Loretta McGregor – Chair, Psychology & Counseling  
Jim Stillwell – Chair, HPESS

Absent:  
JaneMarie Dewailly – Interim Director, PEP  
JoAnn Nally – Director of Childhood Services

OLD BUSINESS

1. Searches  
   - **Center for Excellence** – Dr. Foldesy said that they have advertised again for the position, and it will be open 30 days.  
   - **Psychology and Counseling** – Dr. McGregor reported that they had interviewed a candidate, and they were waiting for a letter of approval for a verbal offer.

2. Website  
   - Dr. Meeks asked for a name from each department to interview for the website. The following were submitted:  
     - **Center for Excellence in Education** – Dr. Amany Saleh  
     - **Teacher Education Department** – Dr. Dixie Keyes or Dr. Deborah Owens  
     - **Psychology and Counseling** – two new faculty or Irina Khramtsova, John Hall, Nola Christenberry, or Amy Pierce  
     - **HPESS** – Dennis Perkey or Lance Bryant  
     - **EL SCE** – Dr. Holifield will have the name by this afternoon.

NEW BUSINESS

1. Academic Advising – Kandi Granberry  
   - Kandi Granberry sent an email about undergraduate programs. If you haven’t completed it, please respond as soon as possible.

2. COE Policy and Procedures Manual – Administrative Section
• We reviewed Faculty Section 02-01, Promotion, Retention, and Tenure Criteria. AC agreed on all of the changes for this procedure.

3. Other Items of Mutual Interest
   • Dr. Meeks was asked about whether we would have an end of the year luncheon, and he responded that we would.

4. Announcements
   • Next AC meeting March 7, 2012
   • Carryforward Spend Down Plan due March 1, 2012
   • Fall Off-budget due March 15, 2012
   • Wilson Advising Center Exploration page - handout
   • Spring break March 19-24 - Make sure the office is covered.
   • Faculty Awards
   • Student Awards - handout
   • PRT items due – handout
   • Recruitment – If you have any recruitment expenses for students, ADE has some money for reimbursement.

5. Adjourned 11:30 a.m.