

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
 - ELSC** – 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.