

ADMINISTRATIVE COUNCIL MEETING

Wednesday, January 12, 2011

Meeting Notes

Attendees:

Don Maness – Dean
Greg Meeks, Associate Dean
Mary Jane Bradley – Director, PEP
George Foldesy – Director, CEE
Mitch Holifield – Chair, ELSCE
Dianne Lawler – Chair, Teacher Education
Loretta McGregor - Chair, Psychology & Counseling
Jo Ann Nally - Director of Childhood Services
Jim Stillwell – Chair, HPESS

NEW BUSINESS

1. AARC Report (December 13, 2010) – D. Maness
 - Christian Murdock noted that during 2009-2010 ASU topped \$10,000,000 in donations. By April 2011 the Capital Campaign Steering Committee will be in place. Dr. Ray Hall and Mrs. Florine Tousant Milligan have been suggested as the COE/CC co-chairs for our steering committee.
 - In the future, doctor program proposals should be sent to Dr. Jones via the Dean's Office.
2. Faculty/Staff Search Update
 - CEE - An interview is scheduled for next week (Cline line).
 - ELSCE – Trautwein line search will begin soon
 - TE – an interview is scheduled for tomorrow and another candidate next week for ECH (Davidson line)
 - TE - Gilbert line search will begin soon
 - TE - Chair search is open through January 31, 2011
 - CHS - Dianna Courson will be hired for the Assistant Director position pending a background check
 - Psychology and Counseling - School Counseling Candidate interview is scheduled for January 28, 2011
 - Psychology and Counseling - School Psychology search is under way and currently there are 4 candidates
3. Teach Grant- G. Meeks
 - Information was shared about the Federal Teach Grant, which will be available to students admitted to program specific teacher education

programs and some specific graduate programs. It was noted that some additional programs may be eligible that were not mentioned on the application. Dr. Meeks will check with Financial Aid regarding these questions.

4. College of Education Advisory Committees
 - Psychology, TE, ELCSE, CEE and CHS have advisory committees. Chairs need to send a list of members to the Dean, if they have not done that yet.
5. College of Education Assessment Plan
 - General Education is due on March 1, 2011
 - Assessment plan for student learning outcomes is due March 15, 2011
6. EvalKit Report – G. Meeks
 - Chairs need to provide a list of on-line courses, which need to be evaluated using EvalKit this spring. List needs to include course name, prefix/number (e.g. MLED 3003), CRN number and instructor should be sent to Cindy Bode. She also needs to know if any of the courses are team taught and have more than one instructor.
 - There was discussion regarding what question(s) to use for PRT and whether a mean of means was calculated. For on-line course evaluations, the mean of means is used. In follow-up it was determined that in fact a mean of means is being calculated.
7. College Based Fund Raising
 - Advancement office is establishing a new position that will be responsible for fund raising for specific colleges. The search committee for this position has not yet met.
8. Wilson Distinguished Service Award
 - This award is for undergraduates students who normally have been active in student government is the recipient. If you have students who may qualify, please share this information.
9. NCATE Focused Visit Report – G. Meeks
 - Kim Boyd, our consultant for our focused visit, was here last week and she was helpful in helping us identify our assessments and a timeline in preparation for our focused visit. A table was provided that identified advance program assessments and some corrections were noted.
10. Homeland Security Information Follow Up

- Dr. Purcell shared previously about Homeland Security programs. If chairs are interested in doing a certificate or program they need to contact Dr. Purcell.

11. Announcements:

- *What Works in Arkansas: Showcasing Instructional Excellence* is scheduled for February 2 on the ASU campus
- Infrastructure information has just been received. On February 8, 2011 at 3:30 students and chairs will meet in the Dean's Conference Room to make their recommendations. Infrastructure needs to be student generated requests. Single items should not exceed \$50,000 and the total unit request should not exceed \$125,000.
- Summer school requests need to be to the Dean by February 4, 2011.
- Natalie Johnson-Leslie will be on maternity leave of absence in the fall, 2011.
- Arkansas Advocates' bill on afterschool programs is being presented to the legislature.
- There are 267 interns this semester. This is a new record.
- Pathwise training is scheduled for January 21 and 28, 2011 for those who have not been trained.
- Irinia Khramstova has been awarded a sabbatical during fall, 2011
- Amy Pearce returned from sabbatical on January 3, 2011.
- Required ethics forms presented will be presented by Lucinda McDaniel on January 13, 2011 immediately following the 3:00 PM UPC meeting.

12. Meeting was adjourned at 11:25 AM