ADMINISTRATIVE COUNCIL MEETING  
Wednesday, October 10, 2012  
10:00 am – 11:30am  
Notes

Attendees:
Thilla Sivakumaran - Dean  
Greg Meeks – Associate Dean  
George Foldesy – Director, CEE  
Mitch Holifield – Chair, ELCSE  
Lina Owens – Interim Chair, Teacher Education  
Loretta McGregor – Psychology & Counseling  
Jim Stillwell – Chair, HPESS  
Mary Jane Bradley – Director, PEP  
Jo Ann Nalley – Director of Childhood Services

OLD BUSINESS

NEW BUSINESS

1. Reorganization
   a. Teacher Ed & ELCSE will merge in the fall of 2013. A national search will be conducted for the new chair.

2. Comparison of Fall Semester COE enrollment data & 2011-2012 SCH data

   The Dean shared the following enrollment numbers. Holifield mentioned that the figures may not include LSDE courses that have not yet started during for fall 2012.

<table>
<thead>
<tr>
<th></th>
<th>Teacher Ed</th>
<th>ELCSE</th>
<th>Psychology &amp; Counseling</th>
<th>HPESS</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergrad (Fall 2011 vs Fall 2012)</td>
<td>-5</td>
<td></td>
<td>-17</td>
<td>59</td>
<td>32</td>
</tr>
<tr>
<td>Grad (Fall 2011 vs Fall 2012)</td>
<td>1</td>
<td>-168</td>
<td>-1</td>
<td>6</td>
<td>-162</td>
</tr>
<tr>
<td>SCH (2011-2012)</td>
<td>-1319</td>
<td>-1665</td>
<td>368</td>
<td>987</td>
<td>-1629</td>
</tr>
</tbody>
</table>
3. **Course Reassignment Fall & Spring**

The Dean shared the following reassignment hours for the 2012. Dr. Cooksey indicated that she felt that the amount of reassigned time was excessive.

<table>
<thead>
<tr>
<th>Department</th>
<th>Admin</th>
<th>Research</th>
<th>Required Accreditation</th>
<th>Grant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teacher Ed</td>
<td>27</td>
<td>4</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>ELCSE</td>
<td>18</td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Psychology &amp; Counseling</td>
<td>6</td>
<td>9</td>
<td>12</td>
<td>9</td>
</tr>
<tr>
<td>HPSS</td>
<td>18</td>
<td></td>
<td></td>
<td>6</td>
</tr>
</tbody>
</table>

- Department heads are required to teach 6 credit hours per semester, unless stated in contract
- Program coordinators
  - Undergrad coordinator – 3 hrs per semester
  - Grad coordinator – 3 hrs per semester
  - Advising/off campus coordinator – 3 hrs per semester
- Research related release will be discontinued

4. **Renaming COE**

The chairs were supportive of renaming the College. Input will be solicited from the departments.

5. **Overload Pay**

There was discussion regarding inequity of overloads between departments.

6. **Online programs**

Academic Affairs is reviewing the protocol and finances of the on-line programs.

7. **Budget**

There was discussion on the following budget items:

a. Newsletter 2011-2012 = $7,000 It was recommended that the newsletter
continue to be published, but only as an on-line publication.
b. Oxford = $9,692.50 It was recommended that this be continued.
c. ETEN 2011-2012 = $6,153.07 It was recommended that this be continued for now, but be reviewed in the future. Work needs to be done on developing student exchanges and relationships. If we are not able to make improvements in this area, we would discontinue participation.
d. Course fees – Academic affairs has requested for us to look into how we spent money generated by 1% increase in tuition.

8. Online course evaluation

There was discussion of moving all course/instructor evaluations to EvalKit using Blackboard as the delivery platform. Holifield shared that the evaluation instrument for LSDE courses needs to be revised.

9. Indirect cost reimbursement

This will be discussed in the future.

10. Adjourn

The meeting was adjourned at 11:35 AM