ADMINISTRATIVE COUNCIL MEETING
Wednesday, November 17, 2010
Meeting Notes

Attendees:
Don Maness – Dean
Greg Meeks, Associate Dean
Mary Jane Bradley – Director, PEP
George Foldesy – Director, CEE
George Foldesy for Mitch Holifield – Chair, ELSCE
Loretta McGregor - Chair, Psychology & Counseling
Dianne Lawler – Chair, Teacher Education
Jim Stillwell – Chair, HPESS

Absent:
Jo Ann Nally - Director of Childhood Services
Mitch Holifield – Chair, ELSCE

Guest: Dr. Deb Persell, Associate Professor Nursing Program

OLD BUSINESS
1. Would the COE be interested in co-sponsoring a workshop with the College of Business?
2. Convocation of Scholars

NEW BUSINESS
1. Dr. Deb Persell, Associate Professor Nursing Program: Disaster Preparedness
   • No programs are exempt from the need for dealing with disaster preparedness. Multidisciplinary Minor in Homeland Security and Emergency Management is now available. Introduction to the Incident Command System for Schools training is now available at the following website:
     http://training.fema.gov/EMIWeb/IS/IS100SCa.asp

2. AARC November 8, 2010 Report –Handout
   • It was emphasized the need for Department’s to be diligent in loading program information into TracDat in a timely manner.
3. TRAC DAT status report – Handout
   • With the exception of a few HPESS programs learning outcomes have been entered into TracDat.

4. Faculty/Course Evaluations: Common University Questions
   • Questions which are currently being used in the College of Education were aligned with the University suggested common questions. This information will be shared with Dr. Josie Welch by Dr. Meeks.

5. Convocation of Scholars –
   • Chairs need to recommend to the Dean this semester’s Chancellors Scholars (graduates who have a 4.0 GPA)

6. Productivity Report –
   • The productivity template is available on the College of Education website under “forms.”
   • Due date April 1, 2011

   • There is a call for papers by December 1, 2010 for the April 14-17 conference.

8. Faculty Development Report – Handout
   • Balances by departments were shared.

9. PEF meeting November 18, 2010 – Greg Meeks
   • This PEF meeting will include faculty who teach in NCATE accredited advanced programs.

10. Announcements:
    • Academic Outreach Director search is underway and interviews are being conducted this week.
    • School Counseling interviews are underway. Two interviews are being scheduled.
    • The School Psychology position will soon be listed.
• Chair of Teacher Education Department search has three candidates that do not meet minimum qualifications.
• Cindy Hinson is out of the office with a knee injury.
• Search for the Associate Director of Childhood Services is underway. Three candidates are in the process of being interviewed.
• Early Childhood search is underway. Two candidates are being scheduled for interviews.
• The Ed.D. Educational Administration search is underway. Three candidates are being scheduled for interviews.
• Faculty equity recommendations have gone out to faculty.
• Five education students have been selected for the honor of Who’s Who among Students.
• *Education Matters* will be distributed beginning today.
• December 14, 6:30-9:00 there will be an open house come and go at the Maness’ home.
• Next AC meeting will be December 1, 2010. We will not meet December 15, 2010.

11. The meeting was adjourned at 11:07.