

ADMINISTRATIVE COUNCIL MEETING

Wednesday, January 25, 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
Jim Stillwell – Chair, HPESS

Absent:

Jo Ann Nally - Director of Childhood Services

NEW BUSINESS

1. Budget Report to Provost - FY12 Budget Requests

It was determined that the COE number one priority would be \$236,000 for the renovation of the Army Reserve Building; second priority would be 3 lines, i.e. BS Psychology (2.a.), MAT (2.b.) and EdS Reading (2.c.).

2. ADC Report (Provosts Meeting) 1/24/11 – Handout

- Line Item Maximums - It is recommended that for those employees that have a chance of running over their line item max (30% above salary) in extra compensation (does not include buyout time), that they make sure that they check with HR and know what their maximum is for each pay period and that the extra compensation form is turned in ahead of time.
- Conflict of Interest/Disclosure Forms - Every full-time, part-time and adjunct employee needs to fill out the conflict of interest forms. GAs do not need to fill it out.
- FY12 Budget Process - The dean is responsible for:
 - Prioritized budget requests and reallocation requests are due Wednesday, January 26, 2011
 - Auxiliary budget can be given to Robin separately
 - Update on search status, retirements and projected tenure non-reappointments should be reported to Robin
 - March 18, 2010 Robin needs off-budget requests for fall and spring (template will be forthcoming)

- Take a look at class enrollment ceilings and make sure we are maximizing facility space and human resources
- Other Business
 - College Assessment Plan should be no more than 2 pages long.
 - General education classes that begin at mid-term are maxed out and if new section can be opened up, that would provide classes for students to enroll in. Class size has been reduced to 12 instead of 15 for these classes to make

3. Infrastructure Requests

Requests are due to the Dean on February 4, 2011. The meeting with the students will take place on February 8, 2011 at 3:30 PM in the Dean's Conference Room

4. Quarterly Foundation Report – Handout

The report was distributed for information

5. Effort Certification – Handout

The effort certification is moving to an electronic form. Training for the COE will be 8:00-12:00 AM on February 11, 2011 in Education Building Room 209. Training will be drop in and will take approximately 15 minutes. Employees on grants, Pls and Chairs are expected to participate. Childhood Services will schedule their training separately.

6. Education Matters

If you have things that took place in your department last semester, please send that to Cindy Bode. Please include pictures if they are available.

7. Announcements:

- First and second year faculty PRT reviews need to be to the Dean
- ELSCE is working on the instructional facilitator program. It has cleared all university approvals and will headed to ADE and ADHE for approval.
- ArACTE meeting will be April 1, 2011 at Harding. It is affordable and close.
- ELCC SPA training will be held March 31, 2011 at Harding University
- Pathwise training will be completed for new employees Friday, January 28, 2011.
- ASU COE and UA will be hosting the *What Works in Arkansas Conference* on February 24, 2011 in the Student Union.
- The second annual *Appreciation Luncheon* will be held in the Cooper Center on April 26, 2011.

8. Meeting was Adjourned at 10:58

