

Administrative Council Meeting
Agenda
Wednesday September 26, 2018
10:00 a.m. ED 330

Notes

Attendees: LGBryant, KBiondolillo, JHenley, RTowery, PFinnicum, ABowser, JClogston, JANalley, JSimons, ELynn

New Business

1. Complaint Management System (Jill Simons & Erin Lynn)
 - a) JSimons & ELynn shared the Pack Support System currently in place (Care, support, concern – replacement name for Starfish) Pack support. Noted that it has chat services and that anyone can go there even students. There is a pack support for faculty where students do not have access. It is anticipated that chairs and deans will be set up to see all students and faculty in unit and linked to university data base in banner
 - b) To track complaints the University is looking at Starfish and Maxient. Chairs and directors were asked which is a better fit for COEBS? Design categories forthcoming, noting that the COEBS will need to define what a “student complaint” is.
2. Non-reimbursable Expenses – LGBryant discussed with chairs that items purchased for “business use” must be shipped to work address. Any items shipped to home addresses will not be reimbursable. Items should be for business purpose only and faculty should be prepared to produce item(s) in the event of an audit.
3. Completion of Website Updates – LGBryant reminded chairs and directors that DParker is the COEBS contact and will assist with any changes. Chairs were asked to review departmental sites to ensure that they are current and correct.
4. Homecoming Celebration-November 2, 4:00-6:00 - Spring River Room
*Names of Recipients due by Tuesday, October 2 – Chairs and directors reminded of upcoming event and the due date for submission of outstanding alumni names to SDavis.
5. Searches
 - a) ELSCE - JHenley
 - (1) 2 doctoral faculty
 - b) P&C - KBiondolillo
 - (1) Temp Assistant Professor - BS Psychology (CJones)
 - (2) CMHC requesting permission to fill KLee position
 - c) TE - RTowery
 - (1) GMeeks retiring in December – will seek to replace
 - (2) BBos line will seek to replace
 - (3) Will request to fill ADTEC line
 - d) Childhood Services - JANalley
 - (1) Program Coordinator position
 - (2) Center Director
 - e) HPESS - PFinnicum
 - (1) Temporary instructor line – MNorthcutt
 - (2) Will request that HRigsbee be placed into permanent instructor position
 - f) PEP - ABowser
 - (1) Is in need of full-time coordinator position
 - g) ERZ – JClogston

- (1) Recently filled specialist position
6. Senior Preview Day-October 6th – Chairs and directors reminded of upcoming event and requested to encourage faculty to attend. Will be different than in the past with ambassadors assisting.
 7. Commission on Completion – LGBryant shared meeting schedule and recent discussions regarding complaint management system.
 8. COEBS- Open House-October 18th – Reminder of upcoming event and requested that chairs and directors encourage faculty to attend. LGBryant anticipates format of open house similar to Pack Preview Day if all goes well.
 9. PRT – Chairs and directors were reminded of upcoming dates and PRT calendar that has previously been sent via email.
 10. Academic Capital \$40,000 – Chairs and directors were encouraged to begin to propose ideas relative to capital purchases (Big ticket, \$5K, 5YR items)
 11. Department Updates – Chairs and directors shared departmental news
 12. Other – Chairs and directors were asked to encourage faculty to attend upcoming technology days – this Friday – Google Suite training in Rm 209.

Deadlines:

November 5th

- Suggested date for chairs to provide retention recommendations for 2nd-year faculty to the dean
- Departments provide one electronic copy of their proposed promotion and tenure criteria for the upcoming academic year (2019-2020) to the dean

November 26th

- Official retention notices are sent to 2nd-year faculty from the Provost