

Administrative Council Meeting
Wednesday, December 12, 2018
10:00 a.m. ED 330

NOTES

Attendees: MJBradley, LGBryant, KBiondolillo PFinnicum, JHenley, RTowery, ABowser, JClogston, JANalley

Old Business

1. Academic Capital – MJBradley reported that she had received two (HPESS & P&C) requests for academic capital.

New Business

- Syllabi Review – MJBradley discussed with chairs and directors the importance of syllabi submission and requested that they ensure faculty are submitting by due dates.
- Craighead County Superintendents Meeting – MJBradley expressed her desire to host a future superintendents meeting to bolster relations and provide updates that would be beneficial for them (i.e. MAT programs, school counseling).
- Search Updates – JHenley reported that they have requested to fill the open position in her department and that the committee had recommended the candidate for hire. One of her other positions searches failed and will resume next semester. Discussion regarding communications with candidates occurred. HPESS, PFinnicum reported that one AT line would be moved to another college. P&C, KBiondolillo provided an update regarding the open BS Psych., getting clinical mental health position ready. PEP, ABowser reported that an offer has been made regarding the open administrative specialist position. CD, JANalley reported that searches are ongoing.
- Office Coverage – Dec 13th-15th, 17th & 18th – MJBradley requested that chairs and directors ensure that offices are covered during these dates.
- Department Updates
 - a. PEP – ABowser reported that all but one placement has been confirmed for the Spring 2019 semester. DEtter and JWhite are assisting with faculty travel reimbursements. Requests that a future Livetext meeting to discuss concerns.
 - b. ERZ – JClogston reported that Tim Brown, Solution Tree consultant will be visiting campus on April 25, 2019. She will be attending the Jonesboro HS career fair on January 17, 2019. Will continue presenting at the Co-ops. Upcoming event dates provided (attached).
 - c. Childhood Development – JANalley reported a meeting with the Helena school board and shares that Helena is in need. MJBradley shared that recently legislators expressed concerns that students were not be placed in these areas. JANalley shared concerns over funding currently being “up in the air”, deadline is in February.
 - d. TE – RTowery reported that faculty are working on new standards affecting their programs. KGraham has been working with the reading portions with Pearson with students and are witnessing improvement. Great group of senior students.
 - e. Psychology & Counseling – KBiondolillo reported that CACREP site visit is forthcoming. Working with TFinney to ensure financial aid concerns with online school counseling program.
 - f. HPESS – PFinnicum reported on HPESS 245 and other departmental modifications.

- g. ELCSE – JHenley reports on the many changes taking place in the ELCSE department. The Adult Education program will now be placed with the department.
- Miscellaneous –
 - a. KBiondollio shared that nominations for faculty awards are currently open and will remain until February 1, 2019, further discussion took place.
 - b. MJBradley shared that she recently met with representatives from facilities regarding the potential future use of the ROTC Amory for STEM.
 - c. MJBradley reported on various task forces currently working on campus (faculty equity, faculty handbook, Provost search)

Deadlines:

January 25th

- Department chair receives promotion and tenure applications and recommendations from the department PRTC
- Department chairs receive applications and recommendations from the department PRTC for 3rd-year Comprehensive Pre-tenured Reviews

January 29th-31st

- The department chair provides written recommendations to applicants. Applicants who wish to withdraw from further promotion and/or tenure consideration must contact their department chair by the close of the third business day following receipt of written notification, but no later than day end 02/5/2019 (3 working days)

February 4th

- Suggested date for chairs to provide retention recommendations for 1st-year faculty to deans

February 5th

- Last day for applicants to contact the department chair to withdraw from further promotion and/or tenure consideration

February 15th

- Chairs complete faculty performance reviews, counseling sessions and merit evaluations (in accord with the departmental procedures and chair's evaluation form for individual faculty member) and provide reviews and evaluations to deans

March 13th

- Suggested date for chairs to provide retention recommendations for 3rd, 4th, and 5th- year pre-tenured faculty to the dean (for 4th, 5th, and 6th-year reappointments)

April 2nd

- Chairs complete evaluations for non-tenured faculty and forward to the deans

Upcoming Events from the Education Renewal Zone

January 2019 – July 2019

Swift Coding Training – January 10-11, 2019

P-20 Conference – January 12, 2019

JHS Career Fair –January 17, 2019

Presenting at the CRESC – January 18, 2019

State Teacher Cadet Summit- February 8, 2019

College Board Regional Forum – Feb 13-15, 2019

Attendance Works Training- NorthCentral Education Cooperative- Feb 21, 2019

AGATE Conference – Feb 27-29, 2019

Pre-Service Ambassadors Training – Feb 28, 2019

ACT State Conference –March 4, 2019

ERZ Directors Meeting – April 2-3, 2019

Tim Brown Presentation – April 25, 2019

New Teacher Network Support Event – April 30, 2019

Reading with the Stars – Pre K North – May 2, 2019

Jonesboro School District GT Expo – May 6, 2019

ADE Summer PD in Hot Springs June 18-21, 2019

High Reliability School Conference at A-State in partnership with the Crowley's Ridge Cooperative – July 17-18, 2019

A-State APSI – July 23-26, 2019



Save the Date

* Solution Tree consultant, Tim Brown will be presenting Professional Learning Communities at Work (PLC's) on the campus of Arkansas State University on Thursday, April 25, 2019. The A-State Education Renewal Zone is sponsoring and hosting this special professional development opportunity. Lite breakfast fare and lunch will be provided. Participants will also receive the book "Learning By Doing"

April 25, 2019 9 a.m.—3 p.m.

**Reng Center Student Union Auditorium
102 N, Caraway Road, Jonesboro, AR 72401**

(Registration will be through Event Brite starting in late January. For additional information contact Jill Clogston, ERZ Director at jclogston@astate.edu)

