

Administrative Council Meeting  
Wednesday, February 20, 2019  
10:00 a.m. ED 330

**NOTES**

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

**New Business**

- Faculty Advisory Training- Dr. Jeannie Oliver shared with chairs and directors that the Wilson Advising center is willing to provide training for new faculty.
- Administrative Professional Luncheon, - April 24<sup>th</sup> MJBradley shared opportunity with chairs and directors and requested that any interest in attending be shared with her and PAppaji.
- Annual Awards Program – MJBradley requested that chairs provide the names of student honorees to Dean's office by March 8<sup>th</sup>. MJBradley shared other event details.
- Craighead County Superintendents Meeting-March 14<sup>th</sup>; next meeting March 5<sup>th</sup> – MJBradley shared with the chairs and directors plans for the upcoming event in which the COEBS will host.
- Commitment to Education Signing – MJBradley shared with chairs and directors that students and faculty from A-State will travel to the Capital in Little Rock for a signing event with the Governor. April 12. A-State will also host local events on campus as well.
- Provost Search Update – MJBradley shared that the search has been narrowed to 3 finalists.
- Third Year Review-PRT Calendar – due to VCAAR on March 25<sup>th</sup>-
- Department Updates
  - a. ELCSE – 2 searches ongoing, preparing to submit program changes to education leadership.
  - b. HPESS – PFinnicum raised questions regarding GA positions. Had questions regarding privately funded scholarships. 2 ongoing searches within the department, shared negotiation concerns.
  - c. Psych & Coun – KBiondolillo shared recent interview progress with BS Psychology position
  - d. TE – RTowery shared ongoing merit calculations
  - e. Childhood Services – No report
  - f. PEP – ABowser shared that intern meetings have been completed. 27 secondary majors. 18 ELED majors
  - g. ERZ – JClogston shared upcoming ERZ sponsored events (February 28, Daniel Collier presentation)
- Banner 9 Waitlist – KBiondolillo provided an update regarding waitlist. Banner 9 representatives will be coming to campus on multiple upcoming Fridays to work with faculty/chairs. Requested that chairs begin to consider needed features and share their concerns with her.
- ADE Ambassador Academy, February 28<sup>th</sup>, 9 am
- Miscellaneous
  - a. Women's Leadership Center has requested a partnership with the COEBS. Several individuals within the college will be attending a preliminary planning meeting.
  - b. Deadlines below

**Deadlines:****February 20<sup>th</sup>**

- Auxiliary Budget-Degree centers (ADTEC) due to Dean's Office

**March 1<sup>st</sup>**

- Merit sheets due to Dean's Office
- Unit Goals due to the Dean's Office

**March 8<sup>th</sup>**

- Off-budget (Adjunct/TFT)-Fall 19/Spring 20 due to Dean's Office

**March 13<sup>th</sup>**

- 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)

**March 22<sup>nd</sup>**

- Summer Instruction June (FY19)-July (FY20) due to Dean's Office

**March 29<sup>th</sup>**

- Carry-Forward Spending plans due to Dean's Office

**April 2<sup>nd</sup>**

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

**April 5<sup>th</sup>**

- Fall/Spring Reassignment Reports due to Dean's Office