

Administrative Council Meeting
Agenda
Wednesday, September 6, 2023
10:00 a.m., ED 330

NOTES

Attendees: MJBradley, LGBryant, AWheelerGryffin, APimpleton-Gray, NCovey, JANalley, JClogston, ABowser

New Business

1. CAEP Debrief – MJBradley reviewed PowerPoint handout from WWilkinson detailing site review and deadlines. Shared current progress of Self Study Report.
2. Homecoming Events – Review of event details occurred. October 20, 4-6 pm, Spring River Room, Student Union.
 - a. Email faculty with response by October 2, 2023
 - b. Email retired faculty and staff
 - c. Tailgate tent – Saturday, October 21, 3:30-5:30 pm behind Cooper Alumni Center.
3. Arkansas Association of Teacher Education (ArATE) – September 15 in Student Union. Rob Williams, President. Parking by cones – MJBradley reminded chairs and directors of upcoming event.
4. Carry Forward Budget Hearing- MJBradley reviewed and discussed budget handout with chairs and directors. Hearings scheduled to occur in October, strategic plans should be in place for departmental carry forward monies in preparation for these hearings.
5. ADC Update-
 - a. NNesbit spoke regarding student support and parts of degree works (SEP) that will assist chairs with determining future course offerings/needs.
 - b. RHannah/DMcMillan reminded deans of urgency to submit P/T-Card submissions.
 - c. Vacancy in SPA accounting.
 - d. Tuition and Fee revenue, contact DMcMillan
 - e. Dean evaluations based on “Annual Report” template provided. Plan to use for chairs next year.
 - f. CWhite will visit each college. Should bring 2-3 positive points and 1 concern. Number of faculty (tenure-track vs. non-tenure-track, # of majors, # of adjuncts.
 - g. Chairs should know their responsibilities – and understand that they sit at the pleasure of the dean.
 - h. Administrating through change – guest speaker (October/November)
 - i. Teacher/Faculty celebration week-long event
 - j. Year 2-3, expect to phase in classes on Friday.
 - k. ABowser & JANalley now listed as faculty in budget book.
6. Budget – covered above.
7. Department Updates
 - a. ELCSE – No report
 - b. HPSS – Construction still ongoing, Arkansas SHAPE (November 2-3), COSMA (November 7-8)
 - c. P&C. – MS & BS self-study for state.
 - d. TE – CAEP Con is upcoming, RTowery is doing well.
 - e. Childhood Services – All classrooms open with teachers at center. All sites except for

Helena have teachers for all classrooms. Early Childhood Workshop had about 400 people, 42 attending conference at UCA.

- f. PEP – ABowser is back. Placements are complete for intro. Attending ArATE, new Livetext purchase, new test scores coming.
- g. ERZ – ADavis is the first A-State education major to be ATC tutor, 900 active tutors around the state.

8. Other

- a. AHayes – in Bald Knob looking for STEAM lab.
- b. COVID – No current policies, WMcLean will have conversation with Provost, will communicate when something is sent.

Deadlines:

September 1st – 30th

- Department chair and department PRTC chair meet with each new faculty member to review PRT documents

September 23rd

- Proposals due to the dean (UCC & GC)

October 10th – 31st

- Suggested dates for departments/colleges to receive student evaluations of faculty

October 13th

- Undergraduate Curriculum Council Meeting

October 19th

- Graduate Council Meeting

Events:

- **Homecoming Celebration – Outstanding Alumni When:
September 30, 2022
Where: FNB Arena, Hames Rooms
Who: Outstanding Alumni – One from each department Read info
about
How: Face to face**