

Administrative Council
Meeting Agenda
Wednesday, January 18, 2017
9:00 a.m., ED 330

NOTES

Attendees: LGBryant, SBounds, PFinnicum, RTowery, JKeller

Old Business

1. Reminder to chairs to ensure that departmental graduate faculty guidelines have been submitted. LGBryant asks that chairs contact KBionillilo ASAP to verify that their respective documents have been submitted. If not, the deadline for submission is Friday, January 20.

New Business

1. Development—Jenny Keller. JKeller shared her office's desire to assist with fund raising opportunities for the college and the departments within.
2. Predatory Journals – Discussion was had regarding Beall's List of Predatory Journals. LGBryant requests that chairs review this list for verification and communicate concerns to the Dean's office.
3. Faculty Achievement Awards—Deadlines (Handout) - Reminder
4. Academic Capitol – COEBS has \$29,250 in capital funds. PAppaji has created a template for requests that was shared with chairs. LGBryant requests that chairs create their own lists of priorities providing approximate costs, vendor, justification. LGBryant shares one possible item for consideration might be furniture for the common areas within the college and all departments. Due date for departmental lists emailed to PAppaji is February 1.
5. Interest and Faculty Meeting – Chairs were reminded to express level of interest in department chair position to the Dean by the end of this week. Additionally, the Dean has requested that chairs arrange a meeting with their faculty by January 27.
6. Spring Events – Link to A-State website maintaining an event calendar (from email shared from APearce)
7. AAR Deadlines (Handout) - Reviewed

Upcoming Deadlines

Tuesday, January 17

- Last day for 3rd-year pre-tenured faculty to submit applications for Comprehensive Pre-tenured Review to their department PRTC
- Last day for PRT candidates to submit applications to their department PRTC

Thursday – Wednesday, January 19-25

- Department PRTC meets to review promotion and tenure applications and make recommendations (5 working days)

Thursday, January 26

- The department PRTC provides written recommendations to applicants. Applicants who wish to withdraw from further promotion and/or tenure consideration must contact their department PRTC chair by the close of the third business day following receipt of written notification, but no later than day end, February 1, 2017 (3 working days)

Tuesday, January 31

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

Other

1. Xerox – Friday, January 20 – Chairs were requested to send issues related to the Xerox copiers within their departments to the Dean by this dates.
2. Searches – Discussion regarding the status of current faculty searches within each department occurred. PFinnicum informed that 2 positions (Assistant Professor – PE and Instructor – PE) would be extended and possibly advertised with the Chronicle of HigherEd.
3. Enrollment – Chairs were requested to review enrollment numbers within their departments following the 11th day of classes and to provide the Dean with a report by February 7. LGBryant informed chairs that JOliver has been contacting those students who are in “good standing” but not registered for classes in the Spring semester. SBounds requests that doctoral students be removed from future lists as his department currently does this as well and that students report confusion of receiving multiple calls.
4. Convocation of Scholar’s – April 10, 6:00 p.m. – 8:00 p.m., Hames Room, Convocation Center. Deadline for name submission is March 17.
5. Dean’s sign-off –A list compiled by Carl Cates, Dean, Liberal Arts and Communication was shared with chairs containing items that currently require the signatures of both the department chair and the college dean and noting suggested items that should no longer require the dean’s signature. Chairs were requested to review the list and provide feedback to the Dean by January 20.
6. Proctor U – Chairs were requested to ensure that departmental policies were in place regarding the minimum number of required authentications for courses offered within their respective departments and what consequences (% off, 0 credit, etc.) were in place for failing to authenticate. Additionally chairs were requested to ensure their faculty are aware of these department policies and ensure that they are followed. Departmental policies regarding Proctor U are due in the Dean’s office by February 1.