

ADMINISTRATIVE COUNCIL MEETING

Wednesday, August 10, 2011

Meeting Notes

Attendees:

Greg Meeks - Interim Dean

Mary Jane Bradley – Interim Associate Dean

George Foldesy – Director, CEE

Mitch Holifield – Chair, ELSE

Lina Owens – Interim Chair, Teacher Education

Loretta McGregor – Chair, Psychology & Counseling

Jim Stillwell – Chair, HPESS

JaneMarie Dewailly – Interim Director, PEP

Absent:

JoAnn Nally – Director of Childhood Services

OLD BUSINESS

NEW BUSINESS

1. Academic Dean's Council – July 25, 2011 (Handout)
 - Victor Hill and Christina Kostick spoke about the impact of financial aid on academic divisions. Eight out of ten students have financial aid. The default rate is increasing, and this could impact the finances at ASU.
 - Dr. Meeks shared information about academic progress requirements, stating that faculty need to be aware of the information in the handout.
 - Dr. Jones shared that complaints about classes not meeting regularly are increasing. He asked that units monitor Question 12 on the course/instructor evaluations, "Met classes regularly as scheduled." Furthermore, be sure that adjuncts know the department policy for cancelling classes or getting another person to cover if they are absent.
 - Dr. Cooksey is available to meet with departments regarding strategic planning.
 - If any faculty members are interested in becoming HLC reviewers, please let Dr. Cooksey know.

2. Strategic Plan – Greg Meeks
 - The Arkansas State University Strategic Planning Priorities, Institutional Priorities and Goals were distributed to AC. Dr. Lynita Cooksey will speak to any departments who are interested in more information regarding the

strategic plan. Dr. Meeks shared a handout with two examples, Goals 2A and 2E, on it. We also went through two other examples, Goals 1B and 1E. AC was concerned about the timeline and whether the beginning department meetings with everything else were ample time to flesh out institutional priorities and goals. Dr. Meeks said that he would check with Dr. Cooksey about the timeline. AC also questioned if we had completed a strategic plan recently.

3. IDC – Greg Meeks

- Dr. Meeks shared that the FY2012 IDCs will be in quarterly payments beginning in October. We will receive approximately 81% of what we received last year.

4. UTeach – Mary Jane Bradley

- Dr. Bradley shared with AC that there had been a meeting on Monday, August 8, in Little Rock. UTeach is a program started at The University of Texas at Austin in 1997 with its strength in the collaboration between the Colleges of Natural Sciences and Education to increase the number of graduates in math and science. This initiative has been advocated by the Governor as a way of replicating the success of increasing math and science teachers in Arkansas. Many of the higher education institutions were in attendance. The program, curriculum, funding and the administrative structure were shared with participants. We were told that the preliminary UTeach proposals would be available on-line Monday, August 15, for the institutions interested in the preparing a proposal.

5. NCATE Focus Visit – Mary Jane Bradley

- Dr. Bradley shared that the Advanced Programs Focus Visit would be October 16-18, 2011, with interviews on Monday, October 17. She shared a draft copy of the October 17 schedule and two templates, candidate and graduates. By Thursday, September 1, the chairs will use the templates to submit names of two candidates and two alumni for each program meeting with the BOE. She also shared with AC that all courses in the advanced programs would need to have the course objectives aligned with the Advanced Programs Conceptual Framework, *Strengthening and Enriching Learning*.

6. Other Items of Mutual Interest

- Dr. McGregor voiced an interest in having someone available at the beginning of school to take faculty pictures. Dr. Meeks said that he would check on it.

7. Announcements

- Spring 2011 Semester Course/Instructor Department Report for traditional classes has been completed.

- Fall Semester AC Meeting Dates (Aug 10 & 24, Sept 7 & 21, Oct 5 & 19, and Nov 2 & 16)
- PEF Meeting Dates (Sept 15, Oct 20, Nov 17, Jan 19, Feb 16, and Mar 29)
- MSERA Membership – Dr. Meeks asked for clarification about whether the faculty members submitted previously for membership in MSERA are interested. All chairs indicated that the faculty members were interested.
- Open Houses - Dr. Meeks shared a handout concerning Open Houses specifying the proposed college groupings and the times of involvement.
- New Faculty Orientation (Handout) Dr. Meeks highlighted the times of New Faculty Orientation conducted by the university on Monday and Tuesday, August 15 & 16. He also announced the Faculty Conference in Centennial Hall on Wednesday, August 17, and the College Meeting on Thursday, August 18. He also stated that the College New Faculty Meeting would be held on Friday, August 19 and the First Year Convocation on Sunday, August 21 at 2:00 p.m.

8. Adjourned 11:15 AM