

Administrative Council
Meeting Agenda
Wednesday, February 21, 2018
10:00 a.m., Dean's Conference Room 330

NOTES

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

New Business

1. Web and Web-assisted Course Review – MJBradley reviewed document containing all web-assisted, web-based courses within the college. Chairs were asked to review document to determine which departmental courses contained within that could potentially be moved to face-to-face traditional courses. Emphasis on campus is a move to more traditional courses.
2. Course Substitutions – MJBradley discussed concern regarding course substitutions within college. Provided chairs with document containing departmental course substitutions.
3. Commission Report – LGBryant shared with chairs & directors recent discussions from recent commission meetings regarding centralized advisement.
4. Other:
 - a. MJBradley shared AAR deadlines from KHicks with chairs.
 - b. Reminder of upcoming Huron study report March, 13 @ 4:00 p.m., Student Union
 - c. AACTE conference information shared
 - d. Reminder of Education and Health Professions job fair tomorrow, February 22, 2018, Student Union
 - e. Chairs and directors individually provided updates for their areas

Deadlines:

February 20-March 6th

- The College PRTC meets to review promotion and tenure applications and make recommendations

March 7th

- Self-review of current year (2017-2018) unit goals are due to the Dean from chairs and directors

March 9th

- Dean receives applications and recommendations from the College PRTC for 3rd-year Comprehensive Pre-tenured Reviews

April 6th

- Requisitions for items requiring formal bids (orders exceeding \$75,000 and not on state contract) must be received in the Procurement Office

May 11th

- Requisitions for items requiring quotation bids (orders from \$20,000-\$74,999.99) and not on state contract). (Purchases exceeding \$20,000 and less than \$74,999.99 in total cost, including freight charges, but excluding sales tax.)

June 15th

- Requisitions for small order items (orders \$20,000 or less) and all state contract items regardless of cost. *ASU Printing Services and Sodexo requisitions can be entered until June 22nd

June 22nd

- Confirming requisitions (paying invoices, registrations, membership, etc.). This includes grant accounts, ASU Printing Services, and Sodexo requisitions.