Administrative Council
Meeting Agenda
Wednesday, September 13, 2017
10:00 a. m., ED 330

Notes

Attendees: LGBryant, KBiondolillo, JHenley, RTowery, PFinnicum, ABowser, JClogston, JANalley, *JKeller, *LBurnett, *MCarwell, *CGriffin, *TThomason, *JBlackburn, *EChudy, *BSmith, *SQuillman, ^NEskew, ^TJohnson (*University Advancement, ^Career Services)

* Directors and staff members from University Advancement share various opportunities and services they provide and offer that can assist our college and departments.

1. Homecoming Update – LGBryant provided an update on the COEBS Homecoming Celebration, Friday, October 13, 4:00 p.m. – 5:30 p.m. in the Student Union Spring River Room. Chairs are reminded to provide Ms. Patti Reed with their departmental selection for Distinguished Alumni recipient ASAP.

2. CAEP Update – LGBryant provided an update regarding CAEP, shared that a consultant Dr. Erin Harrel visited A-State on August 24th & 25th to assist college and steering committee with the Formal Feedback Report (FFR) and preparing for the upcoming CAEP on-site visit, November 5-7. LGBryant discussed the importance of ensuring that all faculty are prepared for this important event.

3. Career Services Update – Tiffany Johnson 10:30 a. m. – TJohnson, Director of Career Services provided information regarding the services and opportunities that her office provides for students and faculty and outlined upcoming fall and spring semester events.

4. Arkansas Science Festival – LGBryant provides and discusses an email from Dr. Amy Pearce regarding the upcoming Arkansas Science Festival and requested that chairs encourage faculty to "spread the word" and participate in the successful event in it's 4th year. Appreciation is expressed to APearce, KYanowitz, and AGrippo.

5. Campus Event Submission Form – LGBryant requests that all college and departmental events are posted via the Campus Event Submission Form on the A-State website and demonstrates navigation to the form.

6. Other – Pfinnicum discusses ProctorU visit and his session attendance