

**Reich College of Education
Administrative Council
Minutes**

August 19, 2008, 10:00 am, Room #314 EDH, Greene-Oakes

Members Present: Charles Duke (chair), Doris Jenkins, Roma Angel, Richard Culatta, Michael Jacobson, Dick Riedl, and Lee Baruth

Members Excused: Jim Killacky and Dolly Farrell

1. Approve Minutes from July 22, 2008, Meeting: Minutes were approved without changes.

2. Responsibilities of Program Coordinators and Cohort Facilitators: Council discussed handout on these positions. We went over the responsibilities of the positions and the redistribution of the duties based on the departmental needs. Dr. Duke will work up a new draft of the responsibilities from the discussion to run by the chairs and Extension. We have Program Coordinators (Academic Coordinator), Cohort Facilitators, Program Managers (Ext.), and Extension Coordinators.

3. Advancement Priorities: We are looking at a substantial amount of money. We looked over the list that was compiled from college input with the Advancement office's help. \$40,000 is not really enough money for the literacy center. Dr. Duke said they would go back and look at that again. The ACCESS Scholarship Program has been added to this list. We also added in the Math and Science Teacher Scholarship and Recruitment Initiative. Need to correct the numbers that were used in the Anne Cannon Scholarship information.

4. CIF Grant Initiative- Faculty Development Proposal: Handout provided. Fall and spring awards as well as summer but summer funds would have to be expended by June 30. The funds are not carryover funds. The way the proposal is written the award only pays for one individual. Can both people get funding, \$500 for both? Could this be within the same department/discipline? Do we want to keep this strictly as a travel grant versus purchasing equipment? Suggestion was made to offer more of the grants.

5. Enrollment Targets: We have submitted our revised enrollment targets. We have not yet heard back from the GA on these projections. Dr. Duke provided an enrollment target handout. Dr. Duke discussed the handout. We have a pretty good applicant pool. Our acceptance rate of that pool is fairly good as well. We need to work on getting more students enrolled out of those accepted. We will continue to work on this issue.

6. Update from the Dean's Retreat: The Deans' had a retreat with the Provost. They spent a considerable amount of time on General Education and the impact of General Education. Courses can be added as needed as this program progresses. Some of the courses will have a limited shelf life. There is a discussion taking place about the impact of this program on transfer students. By June 30, 2009, we have to provide to DPI our revised programs and this includes General Education. The program will have to go into place in the fall of 2010.

The Strategic Plan is hopefully going to be adopted in the early fall. Once the plan is approved, we have to provide a unit plan that coincides with the University Strategic Plan. Our Strategic Plan aligns pretty well with UNC Tomorrow.

The Chancellor will make a decision related to collegial reorganization and will probably make that announcement at the opening meeting. Part of this is the possibility of CD moving to the Health College. Fine and Applied Arts will see programs moving to the college of education, like Family and Consumer Sciences and this includes Interior Design.

7. TK20: Data management system that will allow us to collect and access data related to teacher education. We will move ahead and do this assessment system. We have filled the position in Assessment and the new person is Robert Dodd.

8. Vehicle Costs: This was not factored into our budgets. Extension is where we are worried about this issue. We have asked for additional funding but will not get a decision on that funding until after budgets are settled. If you get turned down for a state vehicle you will get reimbursed at the higher \$0.585 cents per mile. The suggestion was made to the Dean that he put a statement in his Deans Update about the policies for travel reimbursement.

9. Technology Changes: Terry McClannon has become a faculty member in LES. The existing staff will be working to fill the gap. Hopefully we will put this position out as soon as possible.

10. Duncan Renovations: First floor of Duncan- the Clinic has moved out and the Physical Plant will be coming in to renovate that area into offices for faculty. We are not assigning those offices yet. We will have some cubicles in the larger room of the clinic area for some employees. We do not know how long the renovations will take.

11. Other:

The speech exam will be at University Hall. Rich will have Mary Ruth Sizer put something together with directions, bus routes, where to get off the bus, etc.

Please encourage student teachers to use the Applectart where they can.

Open House- we need to make decisions on how to handle open house with the new location of the clinic.

We would prefer to do group ads for open positions. LRE has 7, C&I has 1, and LES has 3 positions available for 2009-2010. Early to mid September 2008, we need to have paperwork from the departments to get the group ad in place.

As is the custom, introduce your new people to the college at the opening meeting on Friday, August 22, 2008.

Next AC Meeting is on Tuesday, September 9, 2008, at 10:00 am, in Room # 314 EDH, Greene-Oakes.