

**Reich College of Education
Administrative Council
Minutes**

September 9, 2008, 10:00 am, Room #314 EDH, Greene-Oakes

Members Present: Charles Duke (chair), Doris Jenkins, Richard Culatta, Michael Jacobson, Dick Riedl, and Jim Killacky

Members Excused: Dolly Farrell, Roma Angel, & Lee Baruth

Guest: Tony Carey

- 1. Approve Minutes from August 19, 2008, Meeting:** Minutes were approved without changes.

- 2. Dr. Tony Carey- Vice Provost for Faculty Affairs- he will come to the meeting to introduce himself and what he is hoping to accomplish in his new position.** He introduced himself and discussed his role; his position is being more or less defined as he goes but he will be in charge of such things as the Hubbard Center, faculty handbook issues and updates, faculty welfare issues (housing, partnership issues); he also sees himself assisting the Provost in moving more toward a blending of teaching and research on campus; other matters such as student evaluations, promotion and tenure, role of graduate faculty, DPC changes, etc. He commented on the most recent proposed changes in department actions and suggested that there might need to be more dialogue on campus about the changes. He also raised the issue of online instruction and his observation that the university did not appear to be as far along in the use of technology in instruction as he had expected; discussion on this issue centered around faculty development and support from “the top” in terms of making the campus and faculty much more attuned to the roles of technology in instruction.

- 3. Revised Coordinator/Facilitator Duties- copy enclosed:** Discussion occurred with most of the focus on the item dealing with student complaints, etc. It was agreed that the facilitator and program coordinator should primarily restrict themselves to dealing with academic issues and that any issues dealing with evaluation of faculty should be taken to the appropriate department chair. AC also agreed that the Extension position should be referred to only as Program Manager and drop any reference to Coordinator to avoid potential confusion. Charles Duke indicated he would make the changes and then share the document with Extension for further comment.

- 4. Revised Advancement Priorities- copy enclosed:** In general, the AC approved of the advancement priorities; Charles Duke indicated that the RCOE is being used as the test case to develop an overall protocol for dealing with the other colleges on campus who will be preparing for the upcoming capital campaign.

5. Search Procedures Update: Brief discussion of the revised search procedures (i.e., the intermediate step to review the entire pool before moving to invite candidates to campus); it was agreed to revisit this issue at the next AC, once chairs had had an opportunity to review the implications, etc. This also tied into the discussion of the proposed changes for DPC's.

6. Mission and Vision Statements: Time did not permit any discussion of the college's mission/vision statements; copies were distributed and AC members were asked to review before the next meeting when time would be set aside for discussion.

7. Budget?: The Budget is not yet available; best estimates indicate possible availability in one to two weeks. Salary information can be released.

8. Other:

Supplemental compensation: the issue of payment of travel additive to adjuncts was discussed; agreement was reached that all tenure track faculty should consider Boone their home base and the travel additive should be calculated based on that assumption; for adjuncts, the decision was to base the travel additive on the residence location of the adjunct; regular mileage would be paid even within the range of miles that did not trigger the travel additive; example: adjunct lives in Wilkes and teaches an off-campus course at Wilkes Community College; no travel additive would be involved but the adjunct could claim mileage from his/her home to the teaching site. Copies of the supplemental pay policy were distributed. It was noted that some change in the policy will be forthcoming concerning pay for teaching online courses but that for now, the policies remain that if a course is taught more than 50% on line, no travel additive is provided.

Next AC Meeting is on Tuesday, September 23, 2008, at 10:00 am, in Room # 314 EDH, Greene-Oakes.