

**Reich College of Education  
Administrative Council  
Minutes**

**September 23, 2008, 10:00 am, Room #314 EDH, Greene-Oakes**

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

**Members Excused:** Dolly Farrell

- 1. Approve Minutes from September 9, 2008, Meeting:** Minutes were approved without changes.
  
- 2. Search Procedures Update Including Credentials Verification:** Lynn Church provided handouts for Credential Authorization and Credential Verification. We are waiting on 2 positions from LRE and 2 from LES before we can post the ad in The Chronicle. We are to use the intermediate step on search procedures. This step has to be done before we invite candidates to campus for interviews. We need vitas and transcripts for adjuncts as well. The original transcript is to go in the official personnel files in the Dean's Office and the department needs to keep a copy in their personnel file as well. We also need additional credentials for people who do not have a master's degree.
  
- 3. Mission and Vision Statements (copy attached):** We might incorporate some of the wording of the Conceptual Framework into the Vision Statement. The Mission Statement tells why we exist. The Vision Statement should tell how we go about doing what we do and how we look different from other colleges. We need to decide what we want to do in terms of college and university. Remove items 1-6 on the Unit Mission Statement. Move the last sentence at the bottom of the page to the paragraph above and change the number of degrees to 6 instead of 5. Vision Statement- how do we want to address technology and globalization in this statement? The Dean will rework these statements some and get it back to the Council for review.
  
- 4. Professional Core Review and Update on Work Related to DPI:** We have a group working on the new standards from DPI and how they can be addressed. The group is looking at the impact on the professional core. All candidates being recommended for licensure have to be at the proficient level. There are still questions about the process. There are also questions about admission criteria. The PRAXIS I was removed but there has to be some way of assessing the students for admission into teacher education and they are looking at some sort of 21<sup>st</sup> Century assessment tool or requirement. The other question is whether we wish to change our requirements for admission to teacher education. The requirements for admission were discussed. If we decide to change the requirements it will have to go to the Council on Teacher Education. There is going to be some training coming up for teams (train the trainer).

**5. TK-20:** This is a data management system that will allow us to put all data on teacher education into it. Robert Dodd who is our new RCOE Research Associate for Teacher Education Assessment is ready to implement this new data management system.

**6. Other**

**International Education and Development- Insurance requirements for ASU employees doing work for ASU who go out of the country-** International Education and Development will have this on their web-site very soon. If the employee is going on ASU business and ASU is supporting the business then the employee has to have international insurance. International Education and Development will pay for the employees insurance but the employee will have to fill out the paperwork. It will be the employee's responsibility to contact International Education and Development and get the paperwork completed for the insurance. If the employee is taking non ASU employee family members on the trip, they have the option to purchase the insurance for their family members but they have to pay for the insurance for their family members. However, insurance for non ASU family members is not required.

**Operating budgets are still at least 2 weeks away.** We will not see the extension budget until after we complete the on-campus budget. On new positions we will not be getting the funding until next year; however the positions can be advertised this year.

**Promotion Tenure-** Basically that has not changed. You got the dates from the Provost and from the Dean. Use the dates the Dean gave you for getting the materials to him.

**Next AC Meeting is on Tuesday, October 14, 2008, at 10:00 am, in Room # 314 EDH, Greene-Oakes.**