

**Reich College of Education
Administrative Council
Minutes
December 2, 2008, 10:00 am, Room #314 EDH, Greene-Oakes**

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

Members Excused: Dolly Farrell

Guest: Bobby Sharp

- 1. Approve Minutes from November 11, 2008, Meeting:** Minutes were approved without changes.
- 2. Faculty Activity Documentation System- Tony Carey:** Tony Carey was unable to make the meeting due to technical difficulties. This discussion is held for a later date.
- 3. Strategic Planning Focus and Access- Bobby Sharp (Strategic Plan copy enclosed- please bring to the AC meeting):** Bobby Sharp discussed the university's strategic plan and the role that colleges, departments, and programs would play in fleshing out the plan. A software package called TracDat will be used to build the responses of the colleges. It is anticipated that the planning will be completed by the end of summer, if not before. Each college can decide what its reporting units will be. Emphasis will be upon addressing the goals in the Strategic Plan; units may provide other goals and activities for themselves but the main focus is upon how the colleges will assist the university in reaching the goals of the Strategic Plan.

Bobby indicated that the planning screens should be populated and that, in most cases, no more than three activities need to be provided. Annually the Provost will review the proposed activities and let the colleges know if they can be supported. The basic line of development calls for departments to propose activities and then the college compiles these into an overall plan that is attached to the Strategic Plan.

Initially, the chairs and the dean will need to identify those priorities that seem most appropriate for the college and then propose activities to address the priorities.

Bobby also indicated that changes are being considered for how the annual report is developed with the bulk of it being done online. The logistics still have to be discussed and ironed out.

4. Other:

Change to the Policy on Supplemental Pay: Dr. Duke provided a handout with the proposed changes. The change has to do with the courses offered on-line. The wording may difficulties. The only control is the 10% face-to-face. This is for any course taught on-line. This is going to go to the Board of Trustees this week and if it is approved it will go into effect in the spring of 2009. In the summer, if you teach an on-line course the assumption is you would get 8% + 5% for the one course. Dr. Duke will check on this.

*Can the college establish some guidelines and ways of going on-line to provide quality courses?

*We should be staying within the cap since this is the third year of the salary cap policy. This new supplemental pay policy will impact the salary cap issue. We need to take spring and track how much we are over the caps. We will then go back and pick up fall and put it all together and take it to the Provost and explain that this is what we have created.

*Lynn Church needs the coordinator names from the chairs for the 8% for the 08-09 year.

*Dr. Duke hopes everyone will be able to come to the Groundbreaking on Thursday, December 4, 2008.

*We need to think about what to do about incidents off-campus related to safety. We need to let people know who is responsible for safety at off-campus locations and how to handle those types of situations. If a person is threatened in public and there is a witness then it is a criminal offense and needs to be reported. We probably need to talk about the mechanisms related to these type issues and how best to orient faculty on appropriate precautions and responses.

Next AC Meeting is on Tuesday, January, 13, 2009, at 10:00 am, in Room # 314 EDH, Greene-Oakes. (PLEASE NOTE THE DATE CHANGE OF THE JANUARY MEETING) Proposals will have to be in to Lynn Church by no later than January 6, 2009.