

**Reich College of Education
Administrative Council
Minutes**

September 1, 2009, 10:00 am, Room #314 EDH, Greene-Oakes

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

Members Excused: Dolly Farrell

1. **Approve Minutes from August 18, 2009, Meeting:** Minutes were approved without changes.
2. **Proposals**

Department of Human Development & Psychological Counseling

HPC 1: Make the following changes in the Professional School Counseling Program (Major Code: 427* and CIP 13.1101 and Concentration Code: 427B Elementary/ Middle School Licensure and 427C Secondary School Licensure):

- A. Add HPC 5272 Individual and Family Development/ (3) S. as a required course.
- B. Increase the number of semester hours for required courses from 42 to 45.
- C. Change the concentration elective hours:
 - a) For concentration code 427B Elementary/ Middle School Licensure:

Thesis Option	Change from 14 semester hours to 11 semester hours
Non-Thesis Option	Change from 18 semester hours to 15 semester hours
 - b) For concentration code 427C Secondary School Licensure:

Thesis Option	Change from 14 semester hours to 11 semester hours
Non-Thesis Option	Change from 18 semester hours to 15 semester hours
- D. Change the prerequisite for HPC 6620 School-Based Consultation/ (3).S;SS. from no prerequisite to HPC 5310 (see AP&P Proposal HPC 2)

HPC 2: Change the prerequisite for HPC 6620 School-Based Consultation/ (3).S; SS. from no prerequisite to HPC 5310.

HPC 1 and HPC 2: They withdrew HPC 1 part D and HPC 2. HPC 1 proposal was approved with the changes.

3. **Budget:** We do not have one yet. We are having requests for travel- base \$500 per faculty member and use that as a guide. If they are not traveling until spring then they should hold off for a little while. All travel still needs to be submitted to Chairs and Dean for approval as well as the Provost office. The \$500 is from departments current 85% allocation.
Positions: Dr. Duke provided a handout about positions to be filled for this year. We should be able to go ahead and advertise these positions that are for retirements and failed searches from 09-10. We will need the job description paperwork for these as soon as possible. The requested positions other than retirements and non filled positions are still being discussed. HPC would like an

additional Expressive Arts faculty member. We are due to get an updated matrix for position allocations. We still have to have a print ad so we will put out an ad with all departments together in The Chronicle. Go ahead and submit the job descriptions to the Dean's Office. Remember that all finalists have to go through background checks prior to coming on-campus. We will find out what you have to submit for the background checks. We need to advertise these positions at the assistant professor level.

4. **Adjunct Salaries:** We have been hiring adjuncts for some time and salaries have been over many ranges. In the supplemental pay policy the base salaries are as follows: Bachelors- \$33,750, Masters- \$37,950, and Doctorates-\$42,188. We are hiring a number of $\frac{3}{4}$ time people at an increased salary. Full time one year appointments are being hired at an increased salary level as well. Given our budget situation we might want to think about a little more equitable hiring policy. The pay discrepancy has caused some issues. Academic Affairs set the adjunct salaries for on-campus. Is there a difference for on-campus and off-campus per credit hour? Full time for a year and $\frac{3}{4}$ time for a year are the people we need to look at closer. Normally there is a 25% difference between $\frac{3}{4}$ and full time one year appointments. If we can afford this, what would be an appropriate level? This is something we need to continue to explore.
5. **Extension- Supplemental Pay:** 25% cap 9 months, 3% flat rate for teaching, and 40% in summer with admin. Stipends/ coordinator stipends carried to summer. There would be no additional for on-line course teaching other than the flat 3%. Dr. Duke provided handouts with examples. Dr. Duke went over the examples. The Provost is possibly looking at payback for going over the cap. If AA will not allow us to go over the cap then we would have to offer fewer classes. How many courses would we not be able to teach if no one went over the cap? Staff need to be a consideration in all of this and should be addressed as well.
6. **Electronic Submissions:** Proposal submission for CurricUNET needs to begin with the September 29th AC submission deadline which is for the October 13th AC meeting.
7. **Building Update:** The building is moving forward.
8. **Other:**

October 27th AC meeting change: Due to the RCOE Golf Tournament for Scholarships we need to change the October 27th meeting to Monday, October 26, 2009, at 10:00 am. The meeting will still be in Room # 314, EDH, Greene-Oakes.

Next AC Meeting is on Tuesday, September 15, 2009, at 10:00 am, in Room # 314 EDH, Greene-Oakes.