

**Reich College of Education
Administrative Council
Minutes
September 15, 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

Guest: Charlene Sox

1. Approve Minutes from September 1, 2009, Meeting: Minutes were approved without changes.

2. Proposals

Department of Curriculum and Instruction

C&I # 1: Add BE 4550. Network Administration for Business and Education Professionals (3).F. to the Undergraduate Bulletin and as a required course for majors in Business Education (407*/13.1303) [T] with concentrations in Business Education (407B) [T] and Business and Marketing Education (407C) [T].

C&I # 2: a. Delete BE 3750 Curriculum Planning for Business and Marketing Education (3) S. as a requirement in the Business Education (407*/13.1303)[T] program with concentrations in Business Education (407B)[T] and Business and Marketing Education (407C)[T] and delete course from the Undergraduate Bulletin.

b. Change the course description and credit hours for BE 4755 Methods and Materials in Business and Marketing Education / (3).F.

C&I # 2: Check sheet number I. & V. wording needs to be changed to General Education instead of Core Curriculum.

C&I # 1 & C&I # 2 were approved with the changes suggested above.

3. Voting Rights Document- bring your copy to the meeting: Council discussed the document on voting rights. Clinical people do not have tenure. Fixed appointments go through the DPC, Chair, Dean and the Provost. Either option allows the department some flexibility. The “default” position should be what exists now and if departments want to opt out of the “default” then departments could. The “default” should be what we have got which is already in the handbook. Request was made to make the “default” change and submit it in the changed format. We need to make sure the current policy covers this. General Voting and Membership- this addresses ¾ time on-going faculty members. New Ranks, Titles, and Career Ladders- there need to be definitions to go with these titles. Terminal degree needs to be clarified. Council of Chairs was supposed to send this document out for feedback.

4. **Program Assessment:** Dr. Duke and Dr. Jenkins asked to speak with Peter Wachs. They spoke to him and there were questions regarding the assessment of content of courses (# 2) from other departments outside the RCOE. Departments do not want to duplicate information they are already collecting for assessment. Initial thought from Peter Wachs was that grades were not sufficient for assessment. Grades are accepted in DPI and NCATE. It is still unclear as to how the university will proceed with this assessment issue. We are assuming what we are putting in place related to assessment will be sufficient unless we are told otherwise. Dr. Jenkins is going to be meeting with Peter Wachs again.
5. **Potential Impact on Class Offerings from Cap Limitation:** We have calculated an impact of 33 +/- courses that we could not cover under the current 20% cap. We would have to fund adjuncts to cover these courses to get faculty under the cap. Administration is willing to fund adjuncts to stay under the current cap. Adjuncts may not be able to fall right into teaching some of our classes. The other side of this is to gradually lower the number of courses offered in extension until we get under the cap. Right now there is no movement on changing the cap.
6. **Other:**

Dr. Duke handed out the updated Promotion/ Tenure Spreadsheets: Double check the chart to make sure it is accurate. If you have any non-reappointment issues it would be good to go ahead and notify the Dean so he can alert the Provost. Dr. Duke provided the promotion/ tenure deadlines via e-mail. We would like to wind this up by the end of fall if possible. The Dean needs a paragraph of assessment for the first 3 years with the 3 year contract re-appointment request. Promotion and Tenure documents need to be submitted electronically as well as on paper. Please note that the promotion and tenure one page vitas are slightly different and cannot be over 1 page in length. Other evidence that is introduced has to be submitted to the Dean directly and he will have to submit it to the Provost directly. Written review for every faculty member needs to be on file every year. People who received promotion and tenure for this year did receive increases.

Paper: Question has come up about desk top printers. We did not indicate that we will provide paper for desk top printers. Suggestion was made to provide a ream of paper for the desk top printers towards the faculty members' allocation. Dr. Duke is not inclined to do this. When we get the budget we will look at this again, but no matter what, we cannot go back to what we were doing.

Dr. Duke thinks he has all of the position requests. He has broken it down to failed searches and replacement positions and then expansion positions are separate. He also has the staff position for LRE/C&I and the off campus coordinator staff position for LES.

Next AC meeting is on Tuesday, September 29, 2009, at 10:00 am, in Room # 314 EDH, Greene-Oakes.