

**Reich College of Education
Administrative Council
Minutes**

January 19, 2010, 10:00 am, Room #314 EDH, Greene-Oakes

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

Members Excused: Dolly Farrell

1. **Approve Minutes from December 8, 2009, Meeting:** Minutes were approved without any changes.
2. **Copying:** Dr. Duke has reviewed usage and thinks we are doing very well. The only place we seem to have a problem is in the department copying. C&I asked for an increase. They have requested a similar number of copies for spring as they had for fall in the department.
3. **Searches:** Searches are proceeding as expected. Committees have met in LRE. LES has candidates on campus this week and next. Library Science has not closed yet. Foundations had 140+ applicants so they are narrowing the pool. Just an FYI, there has been an issue with getting proper VISA's for International people. Washington, DC has not been processing the VISA's as quickly as we have expected. C&I has 4 searches. A recommendation to hire for one is coming today. The other 3 positions are working with candidates. They hope to have theirs concluded by the beginning of next week. If things are frozen- it is our understanding that positions that have contracts will be honored. We are confident we can get these through and get them into the channel. It is good to get them through as quickly as possible.
4. **Extension- Refocusing:** Extension has raised an issue about our numbers in off-campus programs as well as the locations for those classes. Can we do anything to offer classes in other areas that we have not been to in a while? We are talking about areas like Shelby and Isothermal. Extension is hesitant to recruit in those areas. The amount of time that it takes to get to those places is rather daunting. When you have people from other areas/colleges teaching in your programs, you run into resistance over traveling those distances. We need additional incentives for people to travel that far to offer classes. The control that we have in our clinical experiences decreases the further we go away from campus. Control becomes an issue. We draw people from the Western Piedmont to Burke and that is a compromise. Weekend classes seem to work better for LRE (Friday 5 pm-9 pm, Sat. 9 am- 2 pm, for 5 weeks). Dr. Lambert will discuss this with the LRE department. On-line courses might be a way to offer those classes so LRE might want to look at developing on-line courses. Methods courses seem to be better delivered face to face. Dr. Duke will run off the copies Extension provided in regards to enrollment. If we have tapped out in an area, then maybe we need to look at another untapped area. Extension might need to look at the way they recruit. Surveys would be a way to find where there is interest. Dr. Duke will communicate the information about recruitment back to Extension. By all indicators, next year, there will probably not be any new Extension positions. Dr. Aeschleman is still looking at off-campus supplementary compensation and may very well make some changes before he leaves.

- 5. TEC Results:** Professional Core proposals passed through the Council on Teacher Education. They are on their way to AP&P on February 3, 2010. We submitted on paper and not on CurricUNET because of issues with the new submission system. We requested a report be printed at the end of the semester for transition purposes but Banner was down. The problem we are going to run into is the number of Juniors who have not taken some courses. They will have to go ahead and take 2800 and 3800. Schedules are due in a couple of weeks and this is a substantial issue. We need to be thinking about Assessment and Special Ed. The new course will need to be run as Digital instead of 2800 and it will probably need to be the same number of sections as the old 2800. We are running 3850 for students caught in the transition. As far as the schedule goes, it is due prior to AP&P. The schedule will have to go through as is because the courses are not approved yet. Once the professional core proposals make it through AP&P, the schedule will have to change based on the approved changes. Ideally, if there is an issue with a core course, we ask that those without question proceed and take the issue proposal back to resubmit. Then we would have to offer a special topics course. If AP&P says we have to have the entire package, then we will have an issue and have to offer the existing courses and come up with a transition process then. We will make every effort to get the proposals through AP&P. If proposals are approved through AP&P- in the fall we would substitute Digital for 2800, we would substitute 2400 for 3800 and the Psych course would be in there as well.
- 6. Shifting of Departments:** Part of FCS will be joining the College of Education effective July 1, 2010. The CD Program will be going to the new Health College effective July 1, 2010. Hopefully by July 1, 2010 both areas will have hired chairs. They will stay where they are physically until we move into the new building. Deans that are involved have been asked to meet with the Provost to discuss some transition issues. This is a fairly complicated process. We will try to share information as it is available. Lots of these things have to be done at the Dean's level and not by the faculty. For example, scholarships. There is no lobbying of donors to keep scholarships. Equipment is an issue. B-K, Apparel and Textiles, Lucy Brock, FCS Secondary Program, & Child Development will be joining the College of Education. This is a total of 9 faculty members and their offices will be on the 5th floor of the new building.
- 7. Graduate Program Revision Update:** Discussions have begun and timeline is by July 1, 2010. The process is not as detailed as the one for undergraduate revisioning.
- 8. Computer Updating:** We have gone through all of the computers that we have record of to upgrade the most outdated. This will probably be a 3 year cycle. We do not want to invest and leave behind technology in this building other than to keep running what we already have.
- 9. Other:**

 - **Title in line with the University:** The title that we use for people that are coordinating programs. The Graduate School is asking for some consistency to what we call these individuals. We tend to use program coordinator and the Graduate School seems to call them program directors. This person would have primary responsibility for the program as far as scheduling, coordinating, meetings, recruitment, meeting with faculty in program, etc. This is different for different departments. Off-campus, on-campus, graduate and undergraduate. This seems to be a little more responsibility than one person can handle based on experience. For purposes of the Graduate School, Chairs can decide what they want to do as far as titles. Does the Graduate School have a specific description for what different people under different titles are responsible for?

- **SACS-** Bobby Sharpe wants to make sure he has all the programs. We received criticism last time that some program coordinators did not appear to have proper credentials to coordinate programs. We need to identify who program directors/coordinators are and document their credentials and reasoning for their position. We also need vitas to back up this reasoning. Dr. Duke will send chairs the spreadsheet. Return the spreadsheets to Dr. Duke in a couple of weeks with vitas. Because this was a cited weakness we have to provide SACS with this information. Educational media and clinical mental health both need to be broken out differently. Chairs can adjust the spreadsheet and break the areas down as they see appropriate. Identify the ones you can and Dr. Duke will get with Bobby Sharpe about this information and get some clarity.
- **The weather has slowed the new building progress.** Up to the bad weather they were a week to 2 weeks behind.
- **We can use electronic signatures on a number of our forms.** Justin would like for us to identify the high priority forms to which we could attach electronic signatures.
- **Annual Report:** Anthony Santucci would like time in a departmental meeting to introduce/demonstrate Digital Measures. We will have to use the Digital Measures template.

Next AC Meeting is on Tuesday, February 2, 2010, at 10:00 am, in Room # 314 EDH, Greene-Oakes.