

**Reich College of Education  
Administrative Council  
Minutes**

**February 2, 2010, 10:00 am, Room #314 EDH, Greene-Oakes**

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

**Members Excused:** Lee Baruth

- 1. Approve Minutes from January 19, 2010, Meeting:** Minutes were approved without changes.
- 2. Update on RCOE/University Campaign- Dolly Farrell:** Dolly passed out handouts related to the campaign and discussed the handouts. We are half way through the silent phase of the campaign. February 1, 2010, we are at \$60 million in commitments. The campaign goal is to get to \$120 million by July 1, 2011, before going public. Suggestion was made to add who the student is on the second page of the Reich College of Education information. The donation amounts are fluid on the naming opportunities. We are really looking for funding for the new building and furnishings as well as upkeep. The Dean asked the council to review this campaign material and give him their feedback. We need to look at areas that already have names that we are looking for donations and how we plan on going about getting those donations. One of the concerns is making sure the Reading Clinic monies stay with the Reading Clinic. Comment was made that the campaign information is not really diverse. We also need to look at how our commitments fit into the overall 5 global issues. Dr. Killacky offered to draft a statement for the council on representing diversity in campaign materials. Dolly Farrell will convey it to Susan Pettyjohn.
- 3. Graduate Faculty Status:** The effort was made to align this action with promotion/ tenure. Faculty members still have to provide their vita, as well as written documentation on scholarship and teaching. We have done away with the 3 year appointment.
- 4. Other:**
  - **Gold Form:** Gold form is in departmental on-campus operating state budgets.
  - **Re-organization:** FCS will be coming to the RCOE. The budgetary aspects will be decided upon by the Deans. There are approximately 9 faculty positions coming to the RCOE with FCS. The 9 CD Clinical faculty members will be going to the new Health College. The staff members are still being looked into. Hopefully there will be 1 staff member with FCS and 1 staff member will be with the CD department. The CD program is already looking for a chair. Lucy Brock will be moving due to construction. The plan is to put modulars over by the other day care center. The ultimate goal is to move Lucy Brock to the Presbyterian Church. The timeline is not clear. Distribution of scholarships will be handled with Advancement.
  - **Contract Proposal:** Dr. Duke provided a handout. There is now a policy about non-reimbursement. Reimbursement will be shared and must come from non-state funds. Dr. Duke provided some examples.

- **Mission Statement:** Dr. Duke provided a handout. The Mission Statement we pretty much agreed upon but we can look at it again. Because we are adding FCS and Textiles and Apparel is within FCS does the statement cover Textiles and Apparel? We need to consider this addition. We need to work on the Vision Statement. There is a possible alternative which is a single statement. Vision Statement was discussed. Do we want an elaborate statement or a bare bones statement? We also need to look at the Core Values for the RCOE. The Vision Statement needs to elaborate on and be more specific than the Mission Statement. If you would, please take this and make suggestions and we will return to it at the next meeting. Then we will have to distribute this for discussion and comments to the entire College of Education.
- **SACS:** You are going to hear more and more about SACS. We have had a request for recommendations from each of the colleges for possible chairs of committees. Dean's office has been asked if they would recommend anyone for the sustainability committee. Chairs were asked if they had any names.
- **Office Assignments:** In the new building each department has an administrative area. There are clearly not enough offices for a department on a single floor. What guidelines do we want to establish about office assignments? HPC and FCS departments will fit on one floor. What about assigning offices by seniority as well as programmatically? We can start with that concept but it will change over time. Maybe assign department a certain number of faculty offices and let the department decide on what works for the department. This is something we need to start thinking about. We will try to divide offices without windows evenly between departments.
- **Digital Measures:** Anthony Santucci is able to come around to departments to demonstrate this new process. John Spagnolo is also available to instruct faculty on entering information into the digital measures system. John suggested that chairs look at what information needs to be included and what information needs to be excluded. Anthony could come back and look at further training information. Courses taught by faculty for another department do not show up on their faculty workloads. We need to look at information that needs to be added. The follow up workshops with John are very helpful. This is simply a reporting tool and not an evaluation tool. We do need to keep track of the problem areas. We need to get some completed projects to have something tangible to look through.
- **AP&P Meeting:** Meeting is tomorrow. We really need people to be there especially chairs. This will be a big meeting. There are a tremendous number of proposals to go through. Our proposals will be looked at after the CurricUNET proposals. The meeting is in 224 IG Greer.
- **Blue Print:** All the ones we sent down on the specialty areas were approved to go ahead with.
- **Syllabi:** On-campus and off-campus on-line syllabi's need to be put on-line as quickly as possible.

**Next AC Meeting is on Tuesday, February 23, 2010, at 10:00 am, in Room # 314 EDH, Greene-Oakes.**