

**Reich College of Education
Administrative Council
Minutes
March 16, 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

Visitors: Anthony Santucci and John Spagnolo

1. **Approve Minutes from February 23, 2010, Meeting:** Minutes were approved without changes.
2. **Digital Measures:** A. Santucci and John Spagnolo discussed the current status of digital measures and the training of faculty. Some of the issues included whether or not to list articles in press or not; whether or not collaborative work would show up in multiple faculty entries; should a brief one or two sentence abstract be provided with titles of publications; month and year for dates of service are adequate; there can be difficulties with punctuation in APA entries; vitas cannot be imported through Banner, etc. The AC recommended that Anthony and John put together a FAQ for Digital Measures that could be distributed to faculty in the next few weeks since many faculty have not yet started filling out the data required. Some workshops and individual tutorials have been completed.
3. **International Travel:** C. Duke reminded the AC that if faculty or staff are considering international travel in conjunction with university business, they must check with both the Graduate School and Office of International Education and Development to insure that they are certified to travel; a number of countries including Mexico and China are particularly travel sensitive at this time. If computers are to be carried into an international setting, the owners should be certain they have registered with the Office of Export Control in the Graduate School. Failure to comply with university regulations regarding international travel could result in revocation of travel support.
4. **Expenditure of Lapsed Salary Funds:** the Provost has approved the expenditure of lapsed salary funds. We are not certain yet what the amount will be but an effort will be made to get information to chairs by next week. In the meantime, chairs should begin to build their list of requests with amounts indicated and settle on some prioritization. Funds are not to be used for activities during the next fiscal year other than to pay for conference registrations or plane tickets. Costs must be non-recurring. **Departments should not plan to use funds on purchasing computers, since the college is already committed to upgrading faculty and staff computers and will be using some of the lapsed salary dollars to do so.**
5. **Strategic Plan:** Held for another meeting.

6. Other:

Supplemental Pay: issues still remain; Faculty Senate has a subcommittee looking at the proposal. Council of Chairs has not taken up the topic yet. Questions still remain about the final percentage(s) to be recommended, guidelines for exceptions, and payback features. Consensus was that department chairs would need to be part of the process in identifying need for payback. In actuality, faculty should not be placed in the position of having to payback salary but there are concerns about whether or not chairs will have all the information they need (grants, special projects, etc.) to predict cap issues and then to know what exceptions might be considered. Cohort facilitator pay, program coordinator pay, SALT grant stipends all are counted in the summer cap. Grants, however, are usually counted during the academic year. Provost would like to take a modification of the policy to the Board of Trustees for action before he steps down at the end of June. Any change in policy will have to be approved by the Trustees.

Transition Plan: D. Jenkins indicated that a transition plan for the re-visioned core had been developed and distributed to all declared and admitted education majors, all Gen Ed. advisors, undergraduate program coordinators, and department chairs. The issue will be whether or not we can provide sufficient number of sections for the beginning courses, i.e. CI 2300, FDN 2400.

Next AC Meeting is scheduled for Tuesday, April 13, 2010, at 10:00 am, in Room # 314 EDH, Greene-Oakes.