

**Reich College of Education  
Administrative Council  
Minutes**

**July 20, 2010, 10:00 am, Room #314 EDH, Greene-Oakes**

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

**Members Excused:** Dolly Farrell and Doris Jenkins

1. **Dr. Ellen Carpenter was welcomed to the Administrative Council;** She is the Interim Chair of Family and Consumer Sciences.
2. **Approve Minutes from May 20, 2010, Meeting:** Minutes were approved without changes.
3. **Salary Cap Tracking:** Council discussed the need for close monitoring of salary caps affected by faculty workloads in Extension; present rules regarding supplementary compensation remain in effect; namely, 20% cap during academic year; 38.4% in summer to include coordinator stipends, chair stipends, SALT grant stipends as well as summer teaching and other activities such as grants. Provost Aeschleman did not have time to take any adjustments to the Board of Trustees; Faculty Senate appointed a subcommittee and it was reported they have submitted a report that would recommend reducing the online payment from 5% to 3%; keep the present travel stipend scale and raise the cap. None of this has been approved. Interim Provost Baumhover may address but no discussion as yet.

However, C. Duke strongly encouraged chairs to draft rationales for current overages and to be prepared to offer context if questions are asked; in the meantime, every effort should be made to reduce large overruns of the cap in future assignments.

- **Team Teaching, Split Travel, Split On-line:** In terms of team teaching, C. Duke indicated that appropriate adjustments in salary would be made in contracts and that if such arrangements were going to occur, they should be highlighted when turned in both to Associate Dean's Office and Extension; this would apply to both online and to face to face situations; travel stipend would be split as well. Reimbursement for actual travel would be based on number of class sessions taught.
4. **Extension Projections:** Chairs were asked to submit their 2010-11 extension projections as quickly as possible; discussion occurred concerning the use of non-cohorts and cohorts. The advantages of the cohort model include consistency of program offerings, clear commitment to students, planning of time commitments easier for students; not necessary to keep substituting courses; easier and more reliable projecting by both departments and Extension. Chairs indicated that cohort planning was working very well. Extension much prefers the use of the cohort model. In terms of non-cohort model, only reading currently uses this approach and is able to do so only because of large numbers; however, they still have to substitute classes or send students to other sites to pick up courses missed in a sequence; more changes in programs of study occur as well. In the other example offered, the telecommunications program, the use of the non-cohort model has been employed because section numbers often are low but if averaged over a year or more reach manageable numbers; the downside of this is, again, having to adjust programs of study frequently and, in some cases, substitute independent or individualized instruction. The latter is not to be encouraged since faculty receive no compensation for either and the time and effort vs. the number of sch's generated hardly justifies the practice. General consensus was that the cohort model should continue to be the practice and that, as much as possible, non-cohort models should be phased out and all such programs should be carefully monitored to insure that access to required coursework for students is not curtailed by the practice.

- 5. Update on New Building:** Discussions continue related to furnishings in the building with decisions pending regarding classroom furniture; discussions now are occurring about faculty and administrative offices furnishings. Several vendors have made presentations of their product lines. The intent is to set up the LRE conference room with sample furniture for faculty and staff to review; this should be available by the time school opens. In terms of timeline, the building is about a month behind but the contractor remains confident that such time will not keep the project from meeting its completion deadline. Note: a visual tour of the interior of the building is available on our website.
- 6. Process for Assigning Offices:** The number of offices available for assignment is very tight. Floor plans indicating potential general office allocations have been distributed to chairs. The proposal is that chairs and their departments decide on the process for allocating offices within their allotment. Most offices are identical in size and will accommodate only a certain amount of furniture; offices with windows will have less wall space available; a limited number of interior offices will be available to each department. Changes in structure, etc., will not be an option at this time due to construction costs and timeline. A meeting just focused on office selection will be held on August 12.
- 7. Printing and Copying:** Since operating budgets have not been increased and may even be subject to some reduction, the policies regarding copying/printing from last year will remain in effect. Specific allocations will be made to each department; adjustments to allocations will be considered on a case by case basis. The record of use for the past year indicates that the majority of faculty were able to stay within their allocation. As much as possible, forms, etc., should be put online to avoid major expenditures of copying funds.
- 8. Budget—If Appropriate:** No final budget is available; best projections for such information would indicate we will receive operating budgets by September/October. No increases are anticipated. No salary increases are to be approved except promotion/tenure or change in classification—the latter will be considered on a case by case basis.
- 9. Transition Update:** Communications Disorders (now called Communication Sciences) became a part of the new College of Health Sciences on July 1, 2010; for the present, CS will remain in Duncan Hall, sharing space with Reading and Special Education; Angela Losardo is the new chair of CS. The original department of Family and Consumer Sciences has been split, with Nutrition going to the new College of Health Sciences, and Textiles and Apparel, Child Development, Birth through Kindergarten, and secondary family and consumer sciences along with the Lucy Brock Center forming a new FCS department and coming to the RCOE; Ellen Carpenter is the interim chair of the new department. Both units will for the short term remain in their present quarters with the new FCS hoping to move into vacated Lucy Brock space in Sanford when the Lucy Brock unit there completes a move to modular buildings temporarily located behind Chapel-Wilson.
- 10. TK 20 Update:** Several faculty and the dean attended a TK20 conference for TK20 users in Austin, Texas. The conference featured a number of useful presentations and an opportunity to talk directly with TK20 personnel about our needs and current status. Entering students this fall will be using the college's TK20 system for their programs; implementation of a number of components of the system will occur in the coming year. Faculty workshops will be offered on a continuing basis to assist with familiarizing faculty with the capability of the system. Specific questions about the system should be directed to Robert Dodd, RCOE Research Associate in Assessment.

- 11. Provost Update:** The University's search for a new provost did not result in a successful conclusion; the search will be extended this fall. In the meantime, Dr. Lorin Baumhover, former Executive Assistant to the Chancellor, has been named as interim provost and has assumed the duties of that position. He has indicated that he will not be a candidate for the position.
- 12. Associate Dean Update:** The College's search for a new associate dean to take the place of retiring associate dean Doris Jenkins was not successful; the search will be extended this fall. In the meantime, Dr. Jenkins, who has elected to enter phased retirement, will be continuing her current responsibilities fulltime for the fall. We are most grateful for her continuing in this position for the short term.
- 13. Faculty Searches:** As the result of some retirements and resignations, a number of searches will need to be conducted this fall; at this time, the dean, on the basis of information from the Provost's office, is encouraging chairs to launch their searches as quickly as possible in the fall and be sure to follow all compliance procedures closely to avoid unnecessary delays in the search process. The Compliance Office is available for consultation as well as presentations to search committees.
- 14. Other:**
- **Special Meeting:** August 12, 2010, 1:30 pm, in Greene-Oakes. Single Topic: allocation of office space in new building.

**Next AC Meeting is scheduled for Tuesday, August 31, 2010, at 10:00 am, in Room # 314 EDH, Greene-Oakes.**