

**Reich College of Education
Administrative Council
Minutes
August 31, 2010, 10:00 am, Room #314 EDH, Greene-Oakes**

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

Members Excused: Dolly Farrell

- 1. Approve Minutes from July 20, 2010, Meeting:** Minutes were approved without changes.
- 2. Office Allocation in New Building:** C. Duke provided the council with an accounting of 18 newly available offices in the new building; these offices became available as a result of the decision made and approved by the Provost not to move the Adult Basic Skills Program, the North Carolina Health Training Center, and the National Center for Developmental Education to the new building.

Department chairs had provided a listing of their projected needs as known for the present—see attachment. These needs totaled 26 offices. C. Duke explained that outside of collapsing 509a/b and 509m/l into two offices, there would be no other structural changes at this time; walls are in place in most areas and structural changes at this point in the building process become highly problematic and expensive.

He did point out that 509J and 509C, currently listed as workrooms could accommodate cubicles if necessary on the short term.

After considerable discussion, the Council agreed that the priority would be given to tenured and tenure track faculty, full-time staff, multi-year term appointments, and phased retirement. It was mentioned that if phased retirement people chose to work just one semester (full-time) that they could be asked to share their office with an adjunct during the semester the phased retirement person was not teaching.

Identification of the needs by department, based on this criteria, and based on the time of moving into the building (Fall 2011), emerged as follows:

Tenure track=2

C&I=1; LRE=1

Staff fulltime=2

LES=1; C&I=1

Multi-term appointments=3

C&I= 2 multi-year; LES= 1 multi-year

Phased=9

C&I 1 three year phased, 4 two year phased; HPC 1 three year phased? LRE 0

LES 1 three year phased; 1 two year phased; 1 two year phased

One year Term=9

C&I=3; FCS=2; HPC=1; LES=0; LRE=3

The Council decided that one year or less appointments would likely need to be placed in the multi-person stations in 024/026 of the building (cubicles) unless an opening appeared unexpectedly in the department's allocation. It is also understood that if an office becomes vacant in one department and the department has no tenure track people to place in that office(s), that priority will be used to place a new tenure track faculty member from any of the departments in the college in that space. Next preference would go to multi-year appointments and/or phased.

Based on the priorities and numbers indicated above, further allocation of the offices freed up by not moving the Centers will be distributed across departments according to the priorities and numbers identified until those offices are filled. All others will be assigned to the multi-person room(s) on the lower level. Offices currently under consideration for this distribution are the following:

420b*,420c*426*, 436-I, 436-F, 436-E, 436-D, 436-C,436-B; 509-E,509-F,509-G, 509-H, 509-I,515*,517* 509a/b**, 509m/l**

Note: single * indicates non-window office; **indicates renovation required and resulting office will not have a window.

3. **Budget Update:** There is no budget yet for the college or departments; word from Academic Affairs is that we can anticipate roughly the same level of funding we had last year; currently the thinking about next year suggests that cuts as high as 10% could be made on top of those already made for this year; the total, therefore, could be as high as 20%.
4. **Digital Measures & TracDat:** Difficulties with the accuracy of data entered in Digital Measures this past year has made the report data unreliable; based on this initial use of the system, some guidelines will need to be provided to departments and individual faculty concerning future use of the system. Tracdat is the system being used to collect data on student outcomes; this data base will be a significant part of the university's demonstration to such agencies as SACS that the university does have student outcome data. The RCOE must complete its part of that system this year. More on this at a future meeting.
5. **Searches:** Several departments have a need to conduct searches; those should be initiated as soon as possible; a print ad must be used along with other means such as flyers, emails, posting on websites, etc. The Dean would like to produce a display ad similar to past years identifying all of the positions available in the college; to do so; we will need copy by mid-September. The ad for the associate dean and for the chair of FCS are already posted.
6. **Religious Observance Policy:** C. Duke noted that although the policy approved by the General Assembly is badly flawed, it nevertheless is a requirement and faculty will need to deal with it as best they can. We will hope that in the next session of the legislature, the current law will either be repealed or amended to a more enforceable practice.
7. **Copying/ Printing Allocations:** Chairs received their copying/printing allocations for the coming year; based on last year's usage, each department appeared to do quite well on its allocation overall; in some instances, where need seemed to be a consideration, some adjustment in departmental allocations have been made; as in the past, case by case consideration is possible.

- 8. Scheduling for Spring:** We have had some low enrollment classes on and off campus for fall; chairs are encouraged to be conservative in projecting numbers of sections; we can ill afford to end up with faculty teaching low enrollment classes or being assigned other duties. Particular care should be taken when identifying courses from programs outside a department and making sure (1) the enrollment need is there; (2) that the chair of the department in which the course is housed has early notice of the need for such a course. Chairs also need to be aware that we must be careful in hiring state retirees that we do not exceed their cap or retirement status. And chairs are also reminded to do everything possible to keep the salary caps on extension courses. Rationale for overages will be expected.
- 9. Low Productivity Programs:** The UNC system is conducting its biennial review of low productivity programs and the college has some of these; some of the issues are with on-campus numbers and some with off-campus. We will be receiving guidelines shortly on responding to this inquiry.
- 10. Other**
- **On-line Syllabi:** Strongly encourage faculty to submit their syllabi electronically for posting and archiving.
 - **Graduate Status Applications:** Chairs were reminded that when faculty complete applications for graduate faculty status, they must provide a written statement that provides evidence of their teaching (strategies, technology, curriculum revision, etc) along with aggregated student evaluations—preferably from graduate courses taught. Applications which do not contain this information will be returned from the Dean’s Office to the chair for revision.
 - **Hiring of Adjuncts:** Be conscious of the restrictions now in place regarding hiring of retired state employees; due to budget considerations, we will be leveling salaries for such appointment; questions regarding loads, etc., can be directed to the Dean’s Office.
 - **Graduate Assistant Background Checks:** Academic Affairs is looking into requiring background checks for GA’s that work with sensitive materials—receipted fees, confidential documents, etc. The Graduate School does a background check on all graduate students upon admission; whether another one is necessary is still being debated.
 - **On-line & Harassment Training:** The university has purchased an online software program designed to provide training regarding dealing with potential harassment and discrimination issues; discussions are underway as to whether this should be mandatory training for all personnel.

Next AC Meeting is scheduled for Tuesday, September 14, 2010, at 10:00 am, in Room # 314 EDH, Greene-Oakes.