

**Reich College of Education
Administrative Council
Minutes**

September 14, 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

Guest: Anthony Santucci

1. **Approve Minutes from August 31, 2010, Meeting:** Minutes were approved without changes.
2. **Centralization of Instructional Technology Resources:** Anthony Santucci briefed the Council on current discussions occurring in IT regarding the possible centralization of technology staff. Current central IT provides support for classrooms across campus and a number of labs—not labs in Duncan Hall, however. The college provides staff support for 215,216,218, and the media lab along with the technology for those labs. Support is also provided to faculty for desktop/laptop machines, for zoned printing in the building, and for faculty development. The RCOE Technology Group consists of 5 positions including Anthony's as the director of the group (Justin Cervero, Chris Larson, Michael Bennett, and John Spagnolo).
Discussion centered on building the case for the uniqueness of the college and its particular needs for technology support that would not be readily available for the college from a centralized approach. C. Duke stressed the importance of building the rationale for the entire group and its specific technical expertise vs. singling out any one position. He also indicated that although centralization has been discussed in the past, nothing has been said at the deans' level this year. He noted also that a search is underway for a new Chief Information Officer and that until that position is filled, any large scale changes are unlikely.
3. **Promotion/ Tenure Deadlines:** C. Duke reviewed the policies and procedures governing the schedule of submitting recommendations related to promotion, tenure, and re-appointment. He distributed a memo outlining the due dates to the Dean's Office for different kinds of recommendations; he cautioned that in cases of non-reappointment, early discussions with him are required; a schedule for who is eligible for promotion and/or tenure has been distributed to chairs electronically and should be consulted; re-appointments also are noted.
The overall deadline for positive promotion/tenure recommendations is December 10, 2010 to the Dean; this means all materials and information considered should be forwarded to the Dean's Office. Individual recommendations for each faculty member are required because such information has to be placed in each faculty's personnel file. Chairs also were reminded of the necessary formats for vita information in support of promotion and tenure; separate forms are required for each action. Re-appointment recommendations vary depending upon whether the faculty member is in the third year of a four year term or in some other configuration because of credit given toward tenure. Chairs are cautioned to refer to the chart provided electronically for actions required and should feel free to make inquiries of the Dean's Office regarding accuracy, etc.
4. **Update on Building Space:** C. Duke indicated that efforts were underway to meet the needs of the three units remaining in Duncan; two meetings have been held with the personnel of the Health Training Center, the Adult Basic Skills program, and The National Center for Developmental Education; first meeting was notification of the decision not to move the units; the second meeting was with Art Rex present to explore the space needs of the unit; meetings were held individually with each unit. A. Rex is currently assessing the needs of the units against the available space in Duncan; recommendations on how the needs will be met should be forthcoming shortly. The additional office space freed up in the new building is currently being assessed for accuracy of square footage, etc. C. Duke hopes to have all such information by the next AC meeting.

- 5. Balancing Enrollments:** Discussion focused on the enrollments in off-campus programs and the need for balancing enrollments on and off campus, especially in graduate programs. C. Duke distributed copies of Extension projections for 2010-11 and noted the existence of low enrollments in a number of courses. He called attention to the FTE/SCH formula used to determine new positions—the college’s programs fall in Category II of the formula used by the UNC system to determine FTE’s. The RCOE is not competitive via this formula for new positions on campus and may face increasing difficulty justifying off-campus positions if under enrolled classes continue. Classes whose numbers fall below 10 are definitely putting programs at risk and careful consideration needs to be given to the feasibility of starting new cohorts when continuing enrollments may be suspect. C. Duke called attention to the significant drop in SCH’s recorded off-campus for 2009-10—almost 6,000 fewer SCH’s than projected. Such decreases have a significant impact on funding the university receives and, subsequently what the RCOE receives. Another factor in the discussion was low enrollment classes on campus and the difficulty of sustaining on-campus graduate programs in particular when the majority of offerings and activity was via distance education. Chairs were cautioned that on-campus students should not have to expect to travel away from Boone to complete their on-campus programs; likewise, it is equally inappropriate to tell distance students that they have to come to campus to complete their programs. Of particular significance is the difference in cost.
- 6. New Programs:** Interim Provost Baumhover has called for a “wish list” of programs that might be offered to the Board of Trustees as examples of possible directions for the future. Such programs are offered only as potential programs and no commitment is being asked for from the Trustees or the colleges at this point. C. Duke shared a draft list of possible programs; these were discussed and he indicated that he would entertain additional ones from the chairs; among the programs discussed were the Ph.D. in Literacy Studies that had tentative approval from Provost Aeschleman but was supplanted by the Ph.D. in Psychology; Career Technical Education programs such as business education, secondary family and consumer sciences, and technology education (located in Fine and Applied Arts); also discussed were possible MAT programs as well as a Master’s in Secondary Education. Also mentioned was a degree in Expressive Arts Therapy, ED.S. in School Administration and Technology Education/Services, and a certificate program in assessment and accountability for education. Provost Baumhover will be making a presentation to the Board of Trustees at its retreat on Thursday, Sept. 23rd, during which he may use some or all of the suggestions as illustrations. Deans will be in attendance at his presentation.
- 7. Liability Insurance:** The University, and the RCOE, are posed to require liability insurance of all of its students who are enrolled in student teaching and internships. Coverage by school districts of student teachers is no longer feasible or advisable; details are still being worked out for early field and practicums but the trend is definitely toward requirement of insurance; cost appears to be in the range of \$15-17 a semester and a student would be automatically billed when registered for certain courses unless they could show they had independent coverage.
- 8. Student Learning Outcomes & TracDat:** Held to next meeting
- 9. Other Items to be Addressed at the Next AC Meeting:**

 - **Non-standard Scheduling Hours and Impact on Classroom Availability**
 - **Strategic Planning as it Relates to the College and Departments**

Next AC Meeting is scheduled for Tuesday, September 28, 2010, at 10:00 am, in Room # 314 EDH, Greene-Oakes.