

**Reich College of Education
Administrative Council
Minutes**

February 7, 2011, 10:00 am, Room #314 EDH, Greene-Oakes

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

Members Excused: Dolly Farrell

Guest: Rob Sanders

- 1. Approve Minutes from January 18th, and January 20th, 2011, Meeting:** Minutes were approved without any changes.

- 2. Professional Core Enrollments:** D. Jenkins shared a spreadsheet indicating the numbers of admitted students, numbers not admitted, and the corresponding needs for enrollment for fall 2011 in the five professional core classes. A seemingly high number of seniors showed up as not admitted (note: a later check indicated that a number of these students have gpa problems). The bulk of the potential high enrollment appears centered still on 2300 and 2400, which is expected due to the transition and also the influx of freshmen and sophomores. The numbers will be helpful in determining whether or not we have scheduled a sufficient number of sections and seats for the fall in 2300 and 2400; 3300 and 3400 should begin to see increases in the need for seats.

- 3. Schedule:** Chairs reported on the results of their scheduling efforts for fall in terms of reducing the number of sections needed and a corresponding drop in reliance on adjuncts. Chairs reported that their initial scheduling for courses in the fall would not require as much use of adjuncts as usual. Increases in section size were reported. M. Lambert reported that Special Education would not be offering any graduate courses on campus in the fall due to low enrollments. She reported that Reading had 10 uncovered sections which possibly could be reduced by covering 6 online; since some of these sections are clinical and at different sites, combining is more difficult. M. Jacobson reported scheduling one less Block for fall and increasing class size to 25-27; approximately 3-4 adjuncts are estimated as needed for fall. R. Riedl reported that LES had its offerings covered by full-time faculty except in Library Science where 6 sections remained unstaffed. E. Carpenter reported that FCS might need at least 4 adjuncts and all program coordinators were teaching a full load. Part of the need can be attributed to Ellen moving into the chair's position with no replacement in her original position.

Some discussion occurred regarding increasing enrollments in writing intensive Courses and courses with field experiences; concerns about the impact on quality in such courses with increased enrollment were raised. C. Duke will explore what is happening across campus in this regard.

- 4. Lower Level Space Allocation:** C. Duke distributed the floor plan for the lower level of the new building and indicated the allocation of space by department and/or program. This space will be without any casework or storage units, shelves, etc. Each space will be divided by metal fencing material; padlock will be on the door to each space. Key to entry will be restricted to the department chair and/or

administrative assistant.

Space is allocated as follows:

405E-1&2=Dean's Office; 405E-3&4=HPC; 405E-5&6=FCS; 405E-7&8=C&I;
405E-9&10; 405E-11&12=RESE; 405E-13=TF; 405-14=MSC

5. Budget: No news

6. Moving: C. Duke distributed a checklist from Design and Construction indicating the various items that needed to be addressed as a part of the overall move to the new building. A Moving Committee for the New Building is being formed and these people will become the contacts for their particular units. C. Duke indicated that he expected the chairs and one of their administrative assistants to serve in this capacity; one or the other should always be available to funnel moving information to faculty and staff in their units and to be responsible for providing required information related to the move. Chairs are asked to determine which of their administrative assistants they wish to serve in this capacity and inform C. Duke immediately. The committee will be convened very soon to begin planning for the move.

Also distributed was a draft prepared by C. Duke indicating some of the guidelines for the move. This will be expanded as more information becomes available. One of the key issues in the move will be the timing; since in some cases, faculty may be teaching summer school, disruption by removing computers, etc., will have to be monitored carefully. Chairs suggested the importance of having deadlines for when materials should be packed, especially for those people who might not be teaching and/or would be off campus during the time of the move. Best estimates as to when the move might actually occur was probably during second summer session; technology may have to be moved last and probably over a weekend to allow time for transport, set-up and testing. Chairs recommended second summer session be considered for the move because fewer faculty would be teaching during that time.

Boxes will be provided for moving; the issue of how many boxes might be available was raised and several estimates were suggested; i.e., a regular file drawer, lateral or horizontal might take two boxes [about the size of paper boxes]. Point was made that we did not want to be overly generous with boxes because everyone should be encouraged to reduce the amount of paper and number of books, etc., that would be transported. M. Lambert reported that it is possible to get Recycling to put extra containers out for people to use in disposing of paper. It has also been suggested that the university library could be contacted about the possibility of taking some books. The Moving Committee will have an opportunity to make suggestions regarding such things as number of boxes, ways of identifying location for materials, etc.

Other items surfaced that will need clarification:

- *Will we take our current phones and numbers with us? (answer—yes)
- *Will we take faxes and copiers? (Answer—yes)
- *Will we take zoned printers? (Answer—yes)
- *Who will be responsible for packing musical instruments, etc. (answer—program faculty).
- *Will movers unpack materials (answer—no).

7. Other

Next AC Meeting is on Tuesday, February 22, 2011, at 10:00 am, in Room # 314 EDH, Greene-Oakes.