

**Reich College of Education  
Administrative Council  
Minutes  
March 31, 2009, 10:00 am, Room #314 EDH, Greene-Oakes**

**Members Present:** Charles Duke (chair), Doris Jenkins, Dolly Farrell, Jim Killacky, Michael Jacobson, Richard Culatta, Dick Riedl, and Lee Baruth

**Members Excused:** Roma Angel

**1. Approve Minutes from March 17, 2009, Meeting:** Minutes were approved without changes.

**2. Strategic Plan/ Diversity Plan Continued:** *We are not going to address the Diversity Plan today. The University Task Force is reviewing the plan and it will be reviewed again before they submit the final version.*  
*Strategic Plan: If you have specific activities related to these topics, please send those to Dr. Duke and we will include them in our contributions to the University Strategic Plan. If there are other areas we want to address that are not in the University Strategic Plan but might be of primary importance to the college, please identify those as well. We need more detail on everything we put in our plan.*

**Priority 1:** Create and maintain superior curricula, programs, financial incentives, and intellectual environments to attract, educate, and graduate an exceptional and diverse community of students.

**Initiative 1: Appalachian will attract, retain, and graduate a diverse student body with increasingly distinguished admission profiles**

Suggested RCOE Activity: Implement ASU teacher education recruitment plan that includes strategies to meet mandated enrollment and graduation targets in high need areas such as mathematics, special education, science, and foreign languages as well as in all other teaching fields.

Suggested RCOE Activity: Increase the number of scholarships both need based and merit based available to a diverse student population.

Suggested RCOE Activity: Initiate special programming to recruit undeclared majors into teacher education.

Suggested RCOE Activity: Implement Global Intern program within the RCOE.

**Initiative 2: Appalachian will intellectually engage students with active, interdisciplinary learning environments and scholarly mentoring**

Suggested RCOE Activity:

*We have examples of students and faculty jointly presenting papers at conferences and some publications. Any scholarly programs, graduate and undergraduate, would have mentoring aspects. Honors projects would be included in this mentoring initiative.*

**Initiative 3: Appalachian will continually assess and conduct research to improve academic programs and administrative services and identify new program initiatives.**

Suggested RCOE Activity: Meet national and state standards and maintain appropriate national accreditation and state approval for all programs.

Suggested RCOE Activity: Create the following new programs: Master of Arts in Teaching; Ph.D. in Literacy; certificate program in data assessment; honors program in Education; create special interest spring break and May-mester programs for undergraduates.

*Field Experiences and Expressive Arts.*

**Priority 2:** Provide resources to enable all faculty members to perform quality research and creative activities, and enhanced resources in successive, focus areas of strength to enable Appalachian to make sustained and major contributions in those fields.

**Initiative 1: Appalachian will foster success in scholarship across the university.**

Suggested RCOE Activity: Review and update as needed all promotion/tenure criteria to reflect university's increasing emphasis upon scholarship and research.

Suggested RCOE Activity: Maintain re-assigned time for faculty to engage in Scholarship.

Suggested RCOE Activity: Increase the use of sabbaticals, international travel grants, and stipends to encourage increased faculty scholarly activity.

**Initiative 2: Appalachian will build nationally competitive research programs in focus areas.**

Suggested RCOE Activity:

**Priority 3:** Allocate resources, develop support services, and promote a collegial culture to attract, develop, and retain an exceptional and diverse faculty and staff.

**Initiative 1:** Appalachian will offer competitive salaries and benefits for faculty and staff.

**Initiative 2:** Appalachian will implement institutional policies that promote exemplary faculty and staff performance.

**Initiative 3:** Appalachian will provide resources to support and enhance faculty and staff career development and satisfaction.

**Need to address the diverse portion of this priority.**

**Courses and curricula can be used to educate about diversity.**

**Going to universities with lots of minorities and having our students, faculty, and staff interact with large groups of minorities. Diversity educators are a great resource for promoting diversity on-campus.**

**Priority 4:** Apply our intellectual, academic, cultural, and research resources to promote sustainable economic growth, prosperity, and quality of life throughout this region and state.

**Initiative 1: Appalachian will address the state's workforce needs by recruiting and graduating students in projected areas of need.**

Suggested RCOE Activity: Meet enrollment and graduate targets in teacher education with particular emphasis upon high need areas in special education, science, math, foreign languages and middle grades.

Suggested RCOE Activity: Set and meet enrollment and graduation targets in MSA Program to increase the number of principals.

**Initiative 2: Appalachian will provide constructive public service to this region, state, and nation.**

Suggested RCOE Activity: Health educator training; adult basic skills training

*Offering of special workshops and training.*

*HPC's counseling classes, elementary educations service learning, and the reading clinic are all good examples. We want to talk about how we provide public service by program areas, departments, etc.*

**Initiative 3: Appalachian will expand our capability to serve students.**

Suggested RCOE Activity: Establish additional full-time, daytime programs in conjunction with members of the Appalachian Learning Alliance

Suggested RCOE Activity: meet enrollment and completer targets in teacher Education.

Suggested RCOE Activity: Establish partnerships with historically black institutions to provide access to graduate programs.

***Priority 5: Develop and implement a comprehensive plan to protect and enhance our distinctive historical, geographical, and cultural identity associated with our location in the Appalachian Mountains.***

***Initiative 1:*** Appalachian will enhance our sustainability efforts.

*We need to talk about the LEED certification of the new education building. This will be the first building on campus to have this certification. HPC has a new emphasis in one of their programs on the outdoors and the environment.*

***Initiative 2:*** Appalachian will develop a living master plan that promotes our intimate residential campus character.

***Initiative 3:*** Appalachian will ensure that interior and exterior campus spaces are adequately maintained to create functional, attractive, accessible learning and working environments.

*We will develop a plan that addresses moving into a new education building and its functions in a new design of campus.*

***Priority 6: Practice sound management of institutional resources to continue to be a best value for students.***

***Initiative 1:*** Appalachian will maintain appropriate faculty and staffing levels.

*Annual monitoring and predicting of staffing levels for extension cohorts needs to be a focus of the college and university. Staffing at the time is not adequate and needs to be enhanced.*

***Initiative 2:*** *Appalachian will ensure the efficient utilization of all space on campus.*

*We need a space bank on this campus where we can find out about all available space on-campus. After a certain date available space would go into a pool for future needs.*

***Initiative 3:*** *Appalachian will develop and implement policies that promote effective use of current technologies.*

Suggested RCOE Activity: Develop and implement an electronic data management system that provides evidence of candidate performance that can be used to meet DPI and NCATE mandates; system also will yield information on programmatic issues and lead to refinement of policies and procedures associated with both undergraduate and graduate programs. The system will serve 22 undergraduate teacher education programs as well as 21 graduate programs.

Suggested RCOE Activity: develop an extension of AdmissionPros that will feature a number of activities related to recruitment and retention.

Suggested RCOE Activity: capitalize upon the existence of virtual world technology and expertise within the college that can lead to greater emphasis upon electronic delivery systems for instruction.

Suggested RCOE Activity: continue to equip student teaching and intern supervisors with technology that permits electronic filing of forms, etc.

Suggested RCOE Activity: promote the use of technology to engage in dialogue and collaborative activity with international partners.

***We will get a draft together and send it to you to have you add specifics about your programs and departments to the priorities and initiatives.***

**3. Cap Distribution:** We continue to have Cap problems. Academic Affairs is beginning to look at distribution of courses. The majority of the people going over the cap are senior faculty members. Is it possible that some others could teach these courses and keep others from going over the cap?

**4. Distance Ed. Issues:**

**On-line courses:** Academic Affairs is talking about some kind of approval process for on-line distance education courses. They are talking about having something in the proposal that goes through AP&P that addresses the on-line portion of the course(s). There is also the issue of student access. Are these courses open to ASU students, off-campus students, and/or international students? How do you determine the cost of the on-line course? Is it an on-campus course cost or an extension course cost? This issue addresses whether the students pay fees. Inter-institutional access to courses is another issue. How do the on-line courses show up on transcripts?

Supplemental pay has not been addressed yet. However, it will be coming up in the future.

**Faculty buy-out on faculty grants and contracts:** There is a distribution here that we need to see if we can observe. There some issues related to pools of money that may be difficult in this regard. Dr. Duke will speak with Tim Burwell about the buy-out issue. \$15,000 is for paying the person(s) needed to teach the buy-out course(s). The college gets 35 %, the department gets 50% and the PI gets 15% of the remaining balance.

5. **New Programs:** We will discuss these at the next meeting.

- **MAT:**
- **Reading add-on Yadkin:**
- **CBI:**
- **Certificate in Assessment:**

6. **Other:**

- **08-09 Annual Report Guidelines:**

Dr. Duke sent the guidelines for the annual report. We have a choice this year of using the past report format or the new report format. The new format will be used next year by the university. The individual department reports need to be electronically submitted as well this year. AC agreed to use the old format (alternative 1) (the one we are currently using with a few changes). The annual reports are due to the Dean from the departments by June 19, 2009 **Later changed to May 29**. How do departments send the files for faculty? That is a question that will need to be asked of Bobby Sharp. **Please send the files for the departments to Joyce Reese electronically. Also, please provide 3 bound paper copies for each department/area to the Dean's Office. Please include the summary pages for Dr. Duke.**

- **We do not have any budget news as of now.** In the Dean's discussion with the Provost there has not been any discussion about RIFFing people and there has not been any discussion about not hiring people although it can be assumed the filling of vacant positions may be scrutinized more than usual.

- **Graduate programs on-campus that have low enrollments.** Courses for these programs serve our own students but they are also service courses. If low enrollment in these courses becomes an issue about retaining them, the corresponding issue of possibly not offering on-campus graduate programs will need to be addressed.

- **Independent Studies:** It would be nice to have some guidance related to independent studies with 3 to 5 students per faculty member. Does that constitute a course?

- **Faculty Load forms:** (unpaid instructors) Where you put the credit for courses for the faculty members and decide how much that course contributes to their workload. If you do not give them 3 credits but you give them 1 credit instead, should that be counted as a low enrollment course?

**Dolly Farrell passed out a card on the new building.** If anyone would like more, she has them in her office. These will be sent to donors and interested alumni.

**Back Graduation:** Students who graduate in December want their degrees posted in the prior term. The problem when you do that is that those students don't get counted. It is not a large number of students but we need to discourage this practice.

**Next AC Meeting is scheduled for Tuesday, April 21, 2009, at 10:00 am, in Room # 314 EDH, Greene-Oakes**