

**Reich College of Education
Administrative Council
Minutes**

August 18, 2009, 10:00 am, Room #314 EDH, Greene-Oakes

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

Members Excused: Dolly Farrell

- 1. Approve Minutes from June 23, 2009, Meeting:** Minutes were approved without changes.
- 2. Printer/ Copying Update:** Dr. Duke sent out to chairs suggested copying/printing allotments and those seem to be alright with everyone. We need to get the word out to faculty and adjuncts quickly. Dr. Duke will send an e-mail out to the list serve and chairs can follow that up with their faculty and staff. We will try this for fall and see how it goes. Faculty will have 1,000 copies each for fall 2009.
- 3. Budget:** The Deans discussed this at their retreat. The best estimate is that we probably will not see our budgets before mid September. There is roughly a 6% reduction in the budget itself. Academic Affairs holds 76% of ASU's budget and will take a big chunk of the cut. The enrollment increase money is ok and as you know it is position money. The majority of the cuts will probably come out of this enrollment increase money. Hopefully this will not be a permanent reduction and we will get those positions back. The Governor has indicated that an additional 5% is to be held back as insurance against future cuts. That 5% will be held back up front.

There was a proposal to cut centers but we have been assured by the Provost Office that they will not go into centers and cut positions at this time.

We do not know anything about extension at this time. The guess is that there will be some reduction in extension. Dr. Duke encouraged departments not to count on the per course money at this time.

Professional travel- Be very cautious about people committing to professional travel. All travel will have to go through the Provost office and be pre-approved. We encourage people to hold off on air line tickets, hotels, etc. for at least another month. Dr. Duke will put something out to faculty about travel. If travel has not been approved by the university, then there is no liability coverage for the travel.

Adjunct hires are approved as well as Graduate Assistant contracts. So those hiring procedures can be submitted. We will not have extra funding for Graduate Assistants out of the Dean's Office.

- 4. Salary Cap:** We have some outliers and they are attracting considerable attention. We need to monitor this very carefully. Proposal has been suggested to do a flat rate for extension teaching and do away with the varying percentages. Other proposals have come up as well. For instance, if a person goes over the cap they would repay anything over the cap. What is going on here is much bigger in the state. The press is very interested in remunerations for administrators and looking at them closely. Extra compensation is going to come to light; it is just a matter of time. What are some things that we can do to stay as close to the cap as possible? A suggestion has been made to increase the cap. The on-line % is one of the factors that have caused us to bump up against the cap.

Deans are meeting tomorrow with the Provost. They will be looking at the cap issue and Dr. Duke will get back to the AC about what is discussed.

- 5. DPI Update- Undergraduate and Graduate:** Dr. Jenkins reported that all revisioning proposals were submitted to DPI for the undergraduate programs in June. The state committee is in the process of reviewing all programs and the input from the reviews of teams of higher education and public school faculty. The timeline as to when institutions will receive information back has not yet been set. On-campus program/curricular changes in the revised programs will need to go through AP&P this fall so that they can be implemented in the fall of 2010. A transitioning plan to the revised programs for the various categories of students will be further developed. Dean Duke stated that the Professional Core Committee will be meeting on Thursday to continue their work, including working on field experiences for core courses. The Core Committee will be working very diligently this fall to prepare for this transition.

Graduate programs will begin revisioning in the fall and it is anticipated that there will be more flex room in the electronic evidences than what was provided at the undergraduate level. The graduate programs that involve direct teaching in the classroom will be the focus of this next round of revisioning. As with the undergraduate programs, DPI program reviews will no longer consist of on-site visits, but will be through a review of randomly selected candidates' electronic evidences.

- 6. Office Update:** Dr. Jenkins gave an update on the offices. All tenure track faculty have been assigned offices. It is anticipated that the 6 offices in Room 120 will be completed by Friday so that faculty can begin moving in by the first of the week. All adjuncts teaching more than 3 sh on campus have also been assigned offices. Adjuncts teaching one class (or 3 sh or less) were not assigned to offices; however, if there is an adjunct who does not have an assigned office but needs a place to work that cannot be accommodated by the department, let Dr. Jenkins know (such as someone teaching a class on-line and needing a place to do so other than home). Lists of office assignments have been provided to the chairs.

If chairs have adjuncts they are using whose names do not appear on the list, please contact Dr. Jenkins' office today.

- 7. Positions:** We do not know if there will be any new positions this year. Hopefully by mid September or the end of September we will know more about positions. EPA and SPA positions are frozen at this time. C&I needs 1 replacement position, LES needs 2 replacement position (failed searches), and LRE needs 1 replacement position. We are not competitive for on-campus positions so our hope is for extension positions.

The search for the Health Dean is on. Candidates will be coming in this September. Dr. Duke is on this committee. The unit for the Communication Disorders Program will hopefully be formed by 2011.

Family and Consumer Sciences- Textiles, Secondary, B-K, & Child Development will stay where they are but they will be joining the RCOE. That is approximately 9 people.

The Provost position- there will be a search committee established by the Chancellor's Office. They are hoping to move quickly on this search. The Deans have been asked to put together information about what they would like to see in the next Provost. There will be a lot of upcoming items to be dealt with for whoever fills this position.

We have a new Registrar- Susan Davies who comes to ASU from Georgia Southern.

They are still looking for a replacement for Director of Admissions.

- 8. Strategic Plan:** Held for another meeting.

9. Other:

- **Teacher Education Enrollments look to be good according to Diana Beasley's last report.**
- **Cohorts off-campus- projections as to starting cohorts.** Is there a drop in cohorts? LRE has had to delay a cohort until spring 2010 because of enrollment. C&I seems to be pretty good. They may even need to look at doubling up some cohorts at certain locations. LES has had to delay some cohorts but mostly they are holding their own.
- **We do not have a time table on the parking issue.** Suggestion was made to request permission for street parking.
- **Graduate Faculty Affiliate status has been changed.** When people come up for reappointment they will need to apply for the updated status. There is no Associate Faculty Status anymore.

- **Honors-** proposal has been made about the recognition of honors being changed to 4.0 and have to be enrolled full-time students in the semester they are recognized. This will reduce the number of honor students to less than 100. This will not go into effect until spring 2011, if the proposal is accepted.
- **EPA non-faculty contract change-** The “at will” statement was changed to read: ASU can terminate your employment at anytime and for any reason.
- **Comp time-** Be very careful about employees running up comp time. Ultimately this could run into a payout issue. Try to make sure that they use the comp time as quickly as possible after earning it to keep from having a payout.
- **Hickory operation was dissolved and the only agent can be Catawba Community College-** this came out of the Legislature. Funding was reduced as well. This does not affect the offering of classes but does leave the governance issue unresolved.
- **There was also a provision in legislation about faculty workload-** The legislation calls for workloads to be equal to the classification of the university and ASU is classified as a 4-4 institution.
- **Criminal back ground checks will be made on finalists for searches.** Turn around should be only a day or two. This will have to be completed prior to people coming on campus for interviews. This process will be implemented by HRS.
- **SACS-** This will be of increasing importance. Where we have to be exceedingly careful- hiring adjuncts- we are required to have transcripts or written rational/evidence on file for each person. Our next SACS Accreditation visit will occur in 2 years.
- **Promotion/Tenure-** Area being explored is the concept of engagement and collegiality. How engaged are the faculty members? How the faculty members fit into the institution? Departmental promotion/tenure guidelines may have to be submitted for review. The language dealing with promotion and tenure is the Faculty Handbook is being reviewed.
- **Another issue that is being explored-** Non-tenure track faculty and voting rights. What are the voting rights of those individuals?
- **Titles are also being discussed for non-tenure track/ temporary appointments/ employees.**
- **RCOE Opening Meeting will be next Monday with lunch following.** Chairs should be prepared to introduce their new faculty members.

Next AC Meeting is on Tuesday, September 1, 2009, at 10:00 am, in Room # 314 EDH, Greene-Oakes.