

**Reich College of Education
Administrative Council
Minutes
September 29, 2009, 10:00 am, Room #314 EDH, Greene-Oakes**

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

Members Excused: Dolly Farrell

Guests: Anthony Santucci

1. **Approve Minutes from September 15, 2009, Meeting:** Minutes were approved without changes.
2. **Digital Measures Demo- Anthony Santucci:** demonstrated the features of the software for Digital Measures; this program will be used from now on to record faculty data normally called for in department annual reports. Faculty will be asked to place the appropriate information on the system beginning this year. A URL connection will be placed on the college's webpage. A number of questions were raised about features of the system that Anthony will check on (Business and School of Music have used the system for about a year so they will be prime resources for information). Among the questions raised were the following:
 - Does the system align completely with the categories normally found in annual reports (i.e., diversity activities, involvement with schools, international activities
 - What should be the time span that faculty use for recording data—from annual review to annual review, academic year, etc.?
 - What happens on co-authored articles—if one faculty member enters the information, does it automatically transfer to the second or third author's entry?
 - Are there ways that basic data—rank, tenure, etc. can be entered prior to faculty entering other data?Do the pull-down menus need to be further customized for the college?
3. **Admission Criteria for Teacher Education:** As part of the re-visioning process, we need to revisit current admissions criteria and determine what, if any, changes need to be made; among the topics discussed were the 2.5 GPA, use of PRAXIS I, speech/hearing screening. M. Jacobson pointed out that considerable research exists about uses of GPA and standardized tests as admission criteria; in addition, other elements which might be grouped under attitudes and/or beliefs are also used. It was agreed that the undergraduate program coordinators should address the admission criteria and make any recommendations regarding changes.
4. **Transition Timeline:** Not addressed
5. **Furniture for the New Building:** C. Duke indicated that a small representative committee consisting of a chair, faculty reps from each department, staff member, and a student would form the nucleus of the committee; Julie Brittain, university interior designer, would work with the committee to come up with recommendations regarding furnishings with input from users. Basic schemes would be established for furnishing offices, classrooms, seminar rooms, and administrative areas.

Because more funds than usual are available for furnishings, the hope is that a higher quality of furnishings will be possible. Efforts will be made to make available for general review items such as desk chairs, desks, etc., for people to review and provide input on.

6. Other: N/A

Next AC Meeting is scheduled for Tuesday, October 13, 2009, at 10:00 am, in Room # 314 EDH, Greene-Oakes.