

**Reich College of Education
Administrative Council
Minutes
April 13, 2010, 10:00 am, Room #314 EDH, Greene-Oakes**

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

Members Excused: Dolly Farrell, Jim Killacky, & Roma Angel

1. **Approve Minutes from March 16, 2010, Meeting:** Minutes were approved without changes.
2. **Graduate Assistants and Snow Days:** Are we requiring the students to make up hours on days when classes are cancelled? Let each department handle the issue as it comes up. Work it out on an individual basis.
3. **Graduate Assistants Pay Versus Graduate School Graduate Assistant Pay:** The Graduate School has increased GA pay to \$8,000.00, per academic year for a 20 hour assistantship. The Graduate School received extra money from the university to be able to do this but unfortunately we did not receive any increases. Although extra money does come out of our vacant pool on salaries, we feel we should try to keep the same salary as the Graduate School.
4. **Teaching Award Payment Contracts:** Teaching awards are having to be paid out in contracts and are taxed like any other awards. These contracts will count towards faculty salary caps and we are assuming they will count towards the summer salary cap. One-time pay contracts have been prepared and will be delivered to the departments for the individual and the chair to sign on April 29, 2010. However, they will not be paid until July 31, 2010.
5. **Teacher Quality Assurance Program (attachment):** DRAFT copy was sent with the AC agenda for this meeting and discussed. Concern was that we would be overrun with people drawing on this assistance. The student will be able to come back to us and request help. This would be for all Teacher Education students. Everything would be filtered through the Dean's Office concerning individual and district issues. We would need documentation that there is a legitimate issue. There are guidelines when a district brings up an issue with an ASU graduate. There are not really any guidelines if an individual graduate brings up an issue. Question was raised that there may be too much information in this one proposal. How far do we go with this program and who has the responsibility to follow up with this? We really want to provide a support network to our graduated students. Maybe providing teaching seminars at set times at set locations would be a good part of this. This program is further down the road from the beginning teacher support network. Funding needs to be considered in this issue. This would be for students that completed our teacher education program and licensure through ASU. Should there be some networking statewide addressing issues like this?
6. **Technology Peripherals:** We are getting some requests for technology peripherals. They are asking about our providing software, I-pods, I-pads, etc. There is also a question about whether people can download university software on their home computers. The lines are going to continue to blur because of the different devices that can be used as a computer. The university sells software that people can purchase so that is not as much of an issue. What do we support? We need to have a clear statement about our support responsibilities as a college and what that support includes. There are not infinite resources here to support all of the new peripheral devices. Guidelines need to be the same for existing employees versus incoming new employees. Negotiations need to include long term funding/ support/ subscriptions.

7. Other:

- **Staff Reclassifications:** Now is the time to look at reclassifying staff positions. Go on the Office of State Personnel web-site and check out the multitude of career banding titles that are available and see where your employees fit best. There are a lot more positions out there now than there were when we did our reclassifications and some of them may fit better than the ones we are using. You need to make sure the reclassification truly fits your employee's job so that you are able to push for the reclassification.
- **Staff Smart Goal Forms:** Make sure all staff members complete the Smart Goal Form and get them turned into HRS by May 31, 2010.
- **Annual Reports:** Departments can go in and pull out reports from the faculty reports that have been submitted. What else do you need other than the individual reports submitted by faculty members? There are also departmental activities that would need to be submitted by departments. The assumption would be that faculty members have filled out different activities that they have done under different categories. Chairs will have to make sure that information is being completed. You can choose exactly which fields you want to build a report on. We need to make sure diversity, international, etc are being reported in some standard way across the college. Service also needs to be addressed specifically. Dr. Duke will try to get a little more information. Dr. Duke will need to be able to access all reports by no later than June 21, 2010.
- **Supplemental Pay Policy:** There is a Faculty Senate meeting coming up that will be addressing this issue. What kind of general policy do we want to put forward as a college. What do we want to see come out of this? The cap issue. Academic year cap go to 25% and the summer cap go to 40%. The summer cap seems to be an issue. The higher the better. The payback issue is receiving a lot of objection/ discussion. The chair would have to be a part of the payback loop. Our position is that this is the responsibility of the department to make assignments. In doing this there needs to be a clear way to request exceptions before making assignments. The other issue is finding out about all income faculty members will be receiving over the course of the year. There have to be some basic guidelines for exceptions. There needs to be a way to reassure Academic Affairs that request for an exception is a temporary situation. There are many situations that will need to be considered that could impact this issue. There could also be known and unknown issues that arise which will have to be addressed on a case by case issue. Our concern is the exception route. We are in favor of a tiered system based on distance traveled. The on-line course percentage could be a negotiable issue. Faculty Senate representatives of the college: Lisa Gross, Alecia Jackson, Rob Sanders, Peg Werts, and Sally Atkins. The Faculty Senate is meeting on April 26th, to discuss this issue.

Next AC Meeting is scheduled for Tuesday, May 4, 2010, at 10:00 am, in Room # 314 EDH, Greene-Oakes.