

**Reich College of Education**  
**Administrative Council**  
**Minutes**  
**May 4, 2010, 10:00 am, Room #314 EDH, Greene-Oakes**

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

**Members Excused:** Dolly Farrell

- 1. Approve Minutes from April 13, 2010, Meeting:** Minutes were approved without changes.
- 2. Classroom Configurations:** Dr. Duke provided a handout on the classroom configurations and discussed the possibilities. He wants chairs to look at classroom student table arrangements. He discussed the labs and the layout of those. Storage may be an issue and we will have to investigate that a little more in depth. We have some classrooms that will seat approximately 40 students as well as some seminar rooms that will seat approximately 20 students. We do have the lecture hall on the first floor that will seat 300 students/ people. We would like the committee's feedback in relation to seating arrangements. The consensus was that tables would be preferable over sled chairs. The committee is leaning towards caster chairs versus sled chairs so they will be stackable/ nesting. Octagonal versus rectangle tables- rectangular tables seem to be preferable due to space issues. Now is the point to make suggestions about classroom configurations because once we move forward we will be limited in changes. Multipurpose rooms- are we going to have demonstration tables? A separate area in the rooms may need to be used for that purpose. Need to get some feedback from people who will be teaching classes where those items would be needed. Dr. Jacobson will follow up with his faculty about this issue. Please send any questions/ concerns to Dr. Duke about configurations related to classrooms.
- 3. Diversity Statement:** Dr. Duke provided a handout about the diversity statement that the Diversity Committee has revisited. We need to update our college diversity plan. Dr. Duke asked the Administrative Council to look over the statement and provide feedback to him. The suggestion was made for a fourth statement which includes employee development related to carrying out statement one thru three.
- 4. Student Overloads in the Summer Sessions:** There was an issue with the Graduate School related to summer overloads. There are a lot of courses that start and stop over the course of the entire summer. The Graduate School requires students to be here 2 semesters before they can be approved for an overload and they are very strict about approving overloads. The recommendation was made to just have a summer session versus first and second summer sessions. 12 hours would be the maximum number of hours a student could take without overload approval for the summer session. Holly Hirst is going to present a proposal on this issue.
- 5. Division of Programs- CD & FCS:** We are going through a process in placement of programs with the new Health College. There have been discussions with the Health College as well as the Provost on the division. CD will remain physically where they are for the time being. We have a space issue for FCS. They will stay in their present location until we move into the new building. We are looking for a new chair for the FCS department. We will be looking for administrative help later down the line. We are going to have to work on this as we go. We have a shifting of lines as well as physical needs. Dr. Jenkins is looking at our upcoming space needs for new incoming faculty.

**6. School Extension Sites:** We have placed some of our extension classes in actual school sites. With budget cuts that space is dwindling. Dr. Riedl spoke about our issues with Davie County and our technology program. They are having some issues related to using their facilities with no cost reimbursement for the use of those facilities. We can move back to the community college site at Davidson if we need to.

## 7. Other

- **Move to Forsyth Tech:** There have been ongoing discussions with Forsyth Tech.; however, there are issues with space. They were looking at acquiring some additional space but they have not completed the purchase. They want us but cannot accommodate us at this time. We are now at the School of the Arts.  
The Doctoral Program is looking at offering a cohort at Forsyth alternating with the Hickory cohort.
- **Annual Reports:** Dr. Duke provided a template for that report. This is a draft of what Dr. Duke is looking for from the Departments. There is one item that cannot be accessed from Digital Measures and that is about involvement with public schools. We are going to try and have that added to Digital Measures for next time. We have a number of reports that rely on us having this data that is on the draft example. Diversity is a category we are going to have to look into further as well as International. Maybe make this a subcategory under VI. Make sure to include information about teacher education program reviews. The departmental annual reports are due to Dr. Duke no later than June 30, 2010. Dr. Jenkins will have to get information prior to that date in relation to the IHE Report.
- **Provost Search:** Candidates were brought in and search committee met and was hoping to make suggestions on names to send forward to the Chancellor.
- **Copying:** Questions have come up about summer copying. Dr. Duke provided handouts for the chairs. Dr. Duke discussed the reports. In looking through the reports it appears for the most part faculty fell below the 2,000 copy allocation. Dr. Duke suggested tenure track faculty for the summer get 800 copies and adjuncts get 150 copies for summer and on the zone printer's tenure track faculty would get 300 copies and adjuncts would get 100 copies. Any grants or centers have their own codes and pay for their copies. Dr. Duke looked at administrative office copies and said we will allocate 80% of their academic year allocation for those offices. If that doesn't work those can be reallocated.
- **UNC FIT Departmental Budget Policy/ Procedure Change:** Dr. Duke discussed the memo that was sent out from Business Affairs about the new guidelines and requirements related to budgets and reconciliation. Lynn Church had some discussions with the Business Affairs office and they are still working on some of the requirements on this and how they will be handled. The basic balancing requirements will not change and the new form that was distributed will have to be signed off on and initialed monthly by responsible person(s) as well as supervisors.
- **10 hour-4 day work weeks for staff:** We would like to make this available to staff for summer only if they would like to participate and that would be handled through each supervisor. Need to make sure the office remain open and staffed 5 days each week.
- **Background Checks:** All potential new hires have to go through the background checks prior to interviews and asking candidates to come to campus. Do we have to do background checks on part time supervisors?

**Dr. Duke will send out some dates for 1 more meeting and then we will have them on an as needed basis this summer.**