

**Reich College of Education
Administrative Council
Minutes**

September 28, 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, Ellen Carpenter, and Lee Baruth

Members Excused: Dolly Farrell

1. Approve Minutes from September 14, Meeting: Minutes were approved without changes.

2. Office Space Information: Dr. Duke provided a handout with 4th and 5th floor plans in the new building. There is much more variation in square footage in the space that has been freed up. How do we deal with the square footage issue in allocating offices? What do we do with this mix and match kind of space? FCS would get at least 6 of the gabled offices on the 5th floor. Square footage and windows are huge considerations in assigning office space. Room # 436G will remain a Library/ Conference Room. Advisor in C&I would work better if that office was close to the departmental suite. Then another faculty office would need to be added to the 4th floor. LES has a staff position that needs an office. The position would not have to be readily available to students as the position works with program coordinators. One of the 4th floor offices could be earmarked for an LES member. Phased retirement and multi-term appointments are next for discussion. One year appointments will be addressed after phased retirement and multi-term people are taken care of. The other issue is, do you move phased retirement into some of the already assigned offices and then distribute multi and one year appointment personnel? Multi-year full time people should be with the department and if so, what would happen with phased retirement personnel.

Dr. Duke will look at multi-year appointments and phased retirement spaces and see if there is any additional space left over.

Dr. Duke has met with Art Rex, Adult Basic Skills, NCSHTC, and will meet with NCDE about their locations in the existing Duncan Hall. We have tried to give these programs the equivalent space that they would have gotten in the new building.

Artwork for the lobby in the new building is moving forward with an upcoming meeting with the artist.

3. Student Outcomes and TracDat: We are going to have to comply with the request to put student outcomes in TracDat and we have to do this by the end of the year. We are hoping we can tap into what we have already done. Dr. Duke is working with Anthony Santucci to work through and provide guidelines to faculty about where to put certain things. This issue will be discussed at the next meeting.

4. Strategic Plan and the RCOE: Dr. Duke provided a handout about the Strategic Priorities at ASU. Review the handout in terms of which ones are most pertinent to the COE. We will discuss this at the next meeting.

5. Brainstorming About Move to the New Building: We will discuss this at the next meeting.

6. Other:

- **Electronic Promotion and Tenure:** It will be ok to the Dean's level but Dr. Duke will check with Academic Affairs about their level. We may need to think of some general template that people would use for some consistency. Lynn Church will need one page vitas for both promotion and tenure electronically. Some people would like some guidelines on the information. A template at this point could be a difficult process to implement when they are already working on promotion/ tenure materials. Need to be able to see the date all materials are updated. Maybe once the information is submitted people will need to commit that information to disk. The disk would then travel in place of the paper.
- **Printing and Copying:** We have just started over with printing and copying allotments. Allocations are in the system as of this week. We will not count August and September in the allocations. Departments will be charged for those copies but they are not in the allotments. If people have an unusual need they can check with their department about using administrative allotments. Holding adjuncts teaching full time to half the copying/printing allotments could become an issue. We have had some issues with the new Xerox machines but hope those issues are all worked out.
- **Confidentiality of TK20 Data:** Issue has been brought up about confidentiality. The database in TK20 is confidential. Among the issues: are the instructor's comments and students writing being used in the promotion/ tenure process? Are the comments of both students and instructors confidential? One of the questions is where does such information occur in an actual evidence that the program will put forward in terms of final assessment by DPI? DPI is only interested in the final product of the use not the comments and writings. Who can see and what can be seen in TK20? We need to let students know who can see what in TK20 and also we need to let faculty know what can be seen and by whom. What are the evidences in TK20 and what is the state of that evidence? Programs or the unit may want to aggregate the data. We would not need individual assignments for the aggregate. The more clarity we can give about who sees what and for what purpose TK20 information is to be used is best. We want to reveal the data without identifying the individual. In field notes students and teachers in the field setting are not to be identified. We certainly need to begin to look at the access issue and the evidence issue. This needs to be done immediately because information is being collected now.
- **We are having a little bit of a problem with students not returning equipment.** We are looking at charging a late fee for overdue equipment. We are talking with Business Affairs about this issue and how to handle it automatically. Also, some faculty are sitting on equipment as well and chairs may be contacted by the Media Lab about that equipment.
- **We will be using Digital Measures.**

Next AC Meeting is scheduled for Tuesday, October 12, 2010, at 10:00 am, in Room # 314 EDH, Greene-Oakes.