

**Reich College of Education
Administrative Council
Minutes**

October 12, 2010, 10:00 am, Room #314 EDH, Greene-Oakes

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

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

Guests: Ken Isaacs, Rob Sanders

1. Approve Minutes from September 28, 2010, Meeting: Minutes were approved without changes.

2. Student Outcomes and TracDat: Dr. Duke gave a handout related to assessment from the ASU handbook on assessment. We have done the groundwork now; we just need to get this information into TracDat. We have to really push this but we can't show the data yet because of the revision programs. If we can show we have a system in place and we will be building data we hope that will be sufficient. All programs not just teacher education (counseling, child development, etc.) must participate. The emphasis is on growth and how we determine that. Grades are not sufficient. In our case students have to be proficient to be recommended. Is there any way we can show any variation there that demonstrates growth? We know what we are doing in relation to student outcomes. Our information may need to be considered a little differently because of our student goals, outcomes. The emphasis is on the effect of the growth of the program on candidate performance. Within our programs perhaps there is something that is program specific that may lend itself to this data. How can we capitalize on what we already have and get the University to accept it. We have to do graduate programs on this as well.

Start with the boiler plate information (mission, general goals) and get that information in TracDat.

Dr. Duke will see if he can get Peter Wach and Bobby Sharp to come discuss this issue further.

SACS Graduate Education Survey(s): Information on Graduate Programs is being collected by a SACS committee on-campus.

3. Strategic Plan and the RCOE: Held for next AC meeting.

4. Brainstorming about Move to the New Building: Held for next AC meeting.

5. SACS Credentials: We need to get updated vitae for all faculty members. We need to get all official transcripts Bachelors and up (where degrees were received). The Dean's office will be contacting departments to see if they have what we are missing and if not then we will ask departments to contact faculty to get the needed information.

6. Low Productivity Programs: FCS is working on theirs. Ellen Carpenter is looking at all of those closely. The FCS Secondary Graduate program has not had any graduates in about four years. Is it time to say this is not a viable program? This is something we really need to look into. Health and Business are other areas where we have had low productivity. Health and Business are drafting replies. A needs assessment in these areas, as well as others, would be very helpful.

7. Other:

- **Scheduling for Extension: Ken Isaacs made a presentation about scheduling of Extension.** Ken has been building a database for the Extension class offerings for LES. They have used it fully for the spring 2011 scheduling. He is able to download this information and Extension can get the information directly from the database. The textbooks and special criteria can be entered once and then it stays the same until it needs to be changed. Allocations for summer school can also be done in this relational database. He also has salary information in the database so salaries can be calculated, if needed. You can look at what you have done and what you plan to do. This process helps to eliminate some of the human errors because it eliminates the multiple entries done by individuals. The schedule can be uploaded directly to the Extension scheduling system. This approach has been a great process for LES program coordinators. Everyone now goes to one person to make changes and that helps with accuracy and efficiency. This has eliminated a lot of confusion with scheduling- they finished eight days ahead of the deadline for spring 2011 schedules. Queries can be entered into this database to find information that may need to be revised or may have discrepancy errors. Using such a system can free up coordinators to do what they really need to be doing related to cohorts. Use of the system has established a preplanning process for cohorts and gives them the flexibility to make changes now that can keep conflicts from coming up in the future. Dr. Duke asked what it would take to incorporate the entire college in this database. Ken said he thought this would be very doable on a college level. It would require input from departments and chairs. It would take a lot of work on the front end but then should be fairly easy in the long run and actually take less time in the future. The key information is the cohort course sequencing and that is what drives the database. This process helps to ensure that cohorts don't lack class offerings down the line in their class sequencing. The system may be more readily used for graduate programs as they are not as complicated as undergraduate programs which have many different variables that make the process considerably more complicated. All departments see where this could be helpful for their programs in some aspects. This has all of the information that the Associate Dean's Office needs for Extension offerings. This database has served the department well. One of the current issues is that we have a very cumbersome way of getting information to coordinators. Extension now enters all of the scheduling information manually into Banner. This seems to cause quite a few discrepancies in scheduling which means people are duplicating the same work over and over. Dr. Duke asked Ken if he would be willing to talk with other chairs about the process of using and implementing this database. Ken said he would not mind. Graduate programs would be the place to start with this process.
- **There has been a substantial drop in Extension programs.** One of the strong recommendations that came out of the meeting with the Deans is to discuss more thoroughly what programs we can sustain off-campus. Extension has been used to supplement on-campus issues. There is a heightened awareness that we are not getting the response we once did for Extension courses. This leaves us in a limbo as to new cohorts. We have centralized a lot of Extension based on experience. With a heavy presence in Hickory; we also have a presence in Caldwell, Wilkes, and Morganton. Running low enrollment classes is becoming harder and harder to justify. Turning to on-line work presents many challenges, one of which is that we have no presence on-line in many areas. There is no difference in the transcript of on-line courses versus on-campus courses. We should have a more comprehensive needs assessment and stronger marketing for the off-campus cohorts.

Next AC Meeting is on Tuesday, October 26, 2010, at 10:00 am, in Room # 314 EDH, Greene-Oakes.