

**Reich College of Education
Administrative Council
Minutes**

January 18, 2011, 10:00 am, Room #314 EDH, Greene-Oakes

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

Members Excused: Dolly Farrell

1. Approve Minutes from November 30, 2010, Meeting: Minutes were approved without any changes.

2. Budget: At the present time we do not have much information. People need to understand that no decisions have been made in terms of the budget for this year or next year. When a state cut comes, Academic Affairs receives 80-85% of that cut due to the fact that they receive the majority of the university's state funds. The Provost has asked us to look at a 20.0% reduction in budget for next year. This year we are going to have to revert approximately 2.5% which is an increase over the 1.0 % that had already been held for reversion. To meet this Dr. Duke is freezing the \$1,000.00 per course money for spring 2011. If you still have money from fall 2010 and SS II 2010, you can use that money as appropriate. If you approve travel, you will need to use that money which you already have. Everyone needs to look at what commitments they have made already and review what money is left after you have met all of your previous commitments and make sure you can cover those. The cost of travel for instruction will be covered this year. Overload pay this year so far has not had any changes. If that changes the Dean will let everyone know.

Dr. Duke provided a handout about the potential budget cuts for discussion only in AC. We are looking at scenarios; nothing is finalized at this time. There has to be a continued emphasis on recruitment and retention of students. Emphasis on meeting instructional needs. There could be larger sections and fewer sections offered. Reduction in off-campus support personnel. 4/4 faculty workloads could be a possibility. Our target is \$1.4 million which is our share of a 20.0% budget cut. Professional travel relating to promotion/ tenure needs to be considered heavily. Run no overloads without a 12 credit hour teaching load.

The university is committed to trying to retain as many faculty and staff as they can. There could well be differences in workloads. We have to be very vigilant about low enrollment courses. Travel cost for instruction will be covered with some possible modifications. Phased retirement or retirement positions will not be automatically returned to the college to fill. Justification will have to be made and will still not be automatic for replacement. We want to encourage faculty to access grant funds that have buyouts. There is nothing on the agenda to do away with General Education. Promotion/ tenure guidelines will need to be discussed if and when 4/3, 3/4, 4/4 loads are required. Be careful in talking to adjuncts about any promise for employment in the upcoming future. Adjuncts on an unfulfilled term contract will have that honored at this time but that could change.

Dr. Duke provided a handout on low enrollment on and off-campus courses. The only real place we have to get money is salary because our operating budgets are not much. Faculty workload and number of adjuncts will definitely be impacted if we have to look at a 20.0% cut. Chairs are encouraged to look at graduate courses that have less than 6 students in the class. If at all possible those courses should be sacrificed.

In the long run we really have to look at our on-campus courses that are not attracting significant numbers of students. We have to be very careful about starting new cohorts and pay special attention to attrition.

Candidates that are planned to come for interviews should continue as scheduled. Any future vacant positions are currently frozen.

3. Keying: Dr. Duke asked for any discussion about the keying draft he provided. HPC and Reading still need to discuss the clinical and reading space that will be shared between HPC and the Reading clinic. Dr. Duke asked the parties to get together and discuss this issue and let him know the outcome so he can get back to the person who is doing the keying of the new building. This is a time sensitive matter and needs to be cleared up as quickly as possible. The Doctoral program suite entrance door- should doctoral students access that area during unusual hours? Conference rooms are seminar rooms as well. Dr. Duke will add conference rooms under individual departments. Every conference room will be on faculty member's common key. Dr. Duke will check on printer areas and if keys are needed. We are restricting the number of master keys. Dr. Duke will try to find out the new building address.

4. Move: The building is running about a month behind schedule. Right now the completion date is scheduled for June 1, 2011. Storage on the lower level has space for each department. Once the space is allocated, chairs will have the control over that area. Access to the Dean's conference room will be available. We do not know about framed pictures and the move of those. Question was raised as to when boxes will be available for the move. Dr. Duke is working with Design and Construction about the move. He asked that if you have any thoughts about the move, please share those.

5. Textbook Purchasing: Request has been made to put extension textbook purchasing on the same schedule as on campus textbook ordering.

6. Written Annual Reviews: Dr. Duke reminded everyone of the importance of these and they should make sure they are taking place and being kept.

7. Written Peer Reviews (Every 3 Years): Dr. Duke reminded everyone of the importance of these and they should make sure they are taking place and being kept.

8. TracDat: We are very behind on this and need to make it a priority. Anthony is very knowledgeable on this program and will be helpful as a resource.

9. Digital Measures: We will be using this again this year. Dr. Duke has gotten with Anthony and John about this and they are going to work on answering questions and moving forward with the training process.

10. Other:

- **SACS Accreditation:** You will be getting a list from the Dean's Office of what we have in the personnel files for teaching. Please review the lists for needed information in relation to teaching. We need the highest degree transcript unless the person is teaching in a field that requires a lower transcript in addition to the highest degree transcript or justification for teaching said course.

- **Schedules for fall:** Go ahead and proceed as we normally would for scheduling of fall classes. We will need to look at what changes may have to be made if we do receive a cut on next year's budget. Assignments will be made for fall 2011 in the new building. We need your best assessments on class sizes. Try and follow the university class schedules. The university approved calendar is traditionally running 8:00 am-3:00 pm, with one hour classes. We need to start running MWF classes. Use staff for adjunct classes when submitting schedules.

Next AC Meeting is scheduled for Monday, February 7, 2011, at 10:00 am, in Room # 314 EDH, Greene-Oakes. This is a change from the previous schedule.