

**Reich College of Education
Administrative Council**

Minutes

February 22, 2011, 10:00 am, Room #314 EDH, Greene-Oakes

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

Members Excused: Dolly Farrell, Doris Jenkins, & Ellen Carpenter

Guests: Rob Sanders

- 1. Approve Minutes from February 7, 2011, Meeting:** Minutes were approved without any changes.
- 2. Scheduling:** Dr. Jenkins is in touch with everyone about scheduling. She will let you know if we are having any problems with space and time issues. We need to make the best guesses possible on number of enrollments in courses. We will monitor enrollments very carefully this time so we can adjust as needed. RCOE will be the designation for the new building and will be the location for the classes on the schedule for fall instead of ED.
- 3. Budget:** We have no new information on the budget. Provost Council is tomorrow so hopefully the Dean will know more after that meeting. Governor has put out her budget but we are not sure where we will fall within that scenario.
- 4. Moving Update:** You can get a confidential recycling bin and put it in your area and once it is full you can call recycling to have them come and pick up the bin(s) for disposal. If you have any questions about the move, please ask.
- 5. Keying Update:** Keying is proceeding. We are in pretty good shape on this at this point. We now have all full time and phased retirement people in offices. Main doors will be card read. If people come in on weekends or after hours, they will have to enter the building with their card. Faculty will get a key to their office and classrooms as well as their administrative office. Computer labs will be card read. The chairs will get a key that opens everything in their suite, all offices assigned to that chair, and classrooms. Staff in each department will also get that same key. Hopefully we will have a color coded floor plan of the new building to you soon to verify the office assignments.

Phones will be the same number for all existing people. Any new employees will get new phone numbers. Offices, department seminar conference rooms, and individual offices will all have phones. Dr. Duke will check to see if we need to purchase phones for the seminar rooms. Think about keeping conference phones for seminar rooms in department suites and not in the rooms. Those seminar rooms will not have long distance access.
- 6. Update on UNC Assessment Meeting:** There was a meeting in Chapel Hill last week. It was on the DPI assessment. We are in the process of providing evidences. We will have an opportunity to shape that process and have input as to how that evidence is extracted. The exact details of that have not been worked out yet. We are experiencing some difficulties in downloading data from Banner into TK20 but work is underway to correct that problem.

7. Other

- **SACS:** We are working on credentials. There are two questions related to credentials. The degree and can you tell from the degree how that relates to the area in which faculty are teaching. The main thing is that we have written justification on anyone who is teaching out of field. Vita need to be entered into Digital Measures because they have to be electronic. Is there another option to have them electronic instead of in Digital Measures? Dr. Duke will follow up on that. Whatever we do we need to all do the same thing. Licensure will be kept in the Dean's Office. Criminal background check will be handled by Academic Affairs. The SACS team on campus is going to arrange to copy transcripts electronically. They are going to have Graduate Assistants come around to the Dean's Offices and do that. We should try and get as many credentials of people as we can. We will have to rely on chairs to know which credentials we will need to have on file based on the teaching assignments.
- **Contracts for Part-time:** Names do not go on the schedule for adjuncts for fall yet. Do not make any promises about future jobs at this time to part-time. Academic Affairs is not processing adjunct contracts yet.
- **F&A:** General assembly is talking about overhead that can be cut. Edelma Huntley also would appreciate getting information about our graduates and what they are doing.
- **New Building:** Rooms will be equipped with podiums. Seminar conference rooms will require the individual to bring a laptop because the podium does not have a computer. We are thinking about naming the seminar conference rooms after the eight partnership groups. The signage will be changeable in the new building. There will be a place for posting office hours that will be changeable as well. The artwork that will be in the new building in the lobby will not start until after the building is finished. We will try and tour the building in one of our upcoming meetings.
- **TracDat:** Dr. Duke provided a handout showing the status of programs having information entered. Information will need to be entered into TracDat for SACS. The higher the score the better. A score of up to fifteen is possible. Dr. Duke will send an e-mail about this to members of the council as well. We really need to get this completed. Dr. Duke asked chairs to work with program coordinators to make sure this information gets input as soon as possible. Undergraduate programs can actually use PRAXIS II scores as outcomes. Robert Dodd knows this pretty well and can help as needed.
- **Technology:** Syllabi can be sent to Anthony Santucci. Lorin Baumhover has charged Tony Carey with coming up with a process for integrating the technology groups on campus. Our Tech department has met with Tony Carey and David Hayler about this issue. Dr. Duke is meeting with the Provost tomorrow. They are looking at restructuring the reporting and organizational structure. None of this is decided at this time.
- **Commencement:** There is some discussion about changing commencement. Length is some of the discussion. Some institutions have a single graduation. Names of graduates were displayed on a screen for the commencement at ASU in December and very well received. Speaker was not rated high. Time factor was something that was brought up. In discussion are the Doctoral students being hooded but masters' students not being hooded at the graduation? Sentiment was that they should keep the hooding of the masters students. Cut out multiple speakers. Limit the keynote speaker to 15 minutes. In May they are looking at reducing the number of colleges graduating which would mean some consolidation in commencements but not for May 2011. The overall voice of the council is that we ought to try and make it more meaningful for the students.
- **It was formally moved that the Dean's AC both recognize and appreciate the job Dr. Doris Jenkins is doing in this time of transition. Was formally seconded and approved.**

Next AC Meeting is on Tuesday, March 15, 2011, at 10:00 am, in Room # 314 EDH, Greene-Oakes.