

**Reich College of Education
Administrative Council
Minutes**

March 29, 2011, 10:00 am, Room #314 EDH, Greene-Oakes

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

Members Excused: Dolly Farrell and Doris Jenkins

Guest: Rob Sanders

1. **Approve Minutes from March 15, 2011, Meeting:** Minutes were approved without any changes.
2. **Advancement Update- Dolly Farrell:** Held for next AC meeting.
3. **Faculty Senate Items- differential tenure-track workloads, external review, college rank and tenure committees:** Dr. Duke provided two handouts and the proposed guidelines appear to infringe on department guidelines for promotion/ tenure. Dr. Duke asked what the committee members felt about tenure-track differential workloads.
College Rank and Tenure Committees handout was discussed. People on the college committee do not always understand the entire situation of the individuals being evaluated. That means the spokesperson for the individual must be very thorough in communicating the person's situation. The administrative council committee members feel the system we have seems to be more than adequate. Maybe the university needs to address the areas where there are issues instead of on the college level.
External Recommender for Promotion & Tenure handout was discussed. An external reviewer has trouble knowing the individual's work thoroughly and appears such reviews to be of limited value.
4. **Electronic Re-appointment/ Promotion/ Tenure Template:** The College had a recent presentation about this issue and it seemed very productive. Academic Affairs will now accept electronic submissions. A variety of issues were discussed: How do you control what and how many links the candidates put with their materials for review? Does the DPC have to review every link? Dr. Duke asked chairs where they feel we should go with this process. The DPC would be expected to review all of the materials submitted whether the submission is written or electronic. Electronic submission could entail much more information than is needed for review. We need to provide some kind of guidelines/parameters to handle electronic submissions. We need to help people understand how they need to present the important information that needs to be reviewed. How do you approach this in a meaningful way so the person looking at this can be guided through? Give people opportunity to look at what you consider to be good examples of electronically submitted information. Also put some examples that would be better if certain things were added. Have those comments noted on the example as how to make the portfolio better. Maybe have a cover page to explain how the information in that area ties in with that particular section. These portfolios will vary based on the skills and capabilities of the individual. We should also allow paper submissions if that is what an individual chooses to do. Suggestion was made to put together a college committee with individuals from each department to discuss and move forward with this process to be implemented next year. Some people may even want to submit written materials along with electronic information. SharePoint is a good place to put information for multiple individuals to view because access can be controlled. Dr. Duke asked chairs to send him a couple of names of individuals who could serve on this committee.

5. Review of Space in the New Building- Copiers, Access, Phones, etc.: We are in the process of finalizing the keying in the new building. Chairs will have a master key to their suite, classrooms and seminar rooms, as well as offices that are assigned to that department. Faculty will have keys to the main department office, and classrooms except for the computer labs. The computer labs will have card readers. Staff in the departments will have a key to the departmental office, classrooms, and seminar rooms. Staff will not have access to faculty offices. The outside of the building and computer labs will be a card reader which will be your AppCard. Dean's office will have master keys to the entire building.

We are in the process of figuring out how to move. We are figuring for each faculty member 15 boxes. We are proposing to have those boxes delivered to the lobby area in Duncan Hall and then distributed to faculty. We will have labels for the boxes for faculty to put their new office number on. We will also have colored dots for the boxes for the floor they are on in the new building. We are suggesting people number their boxes to make sure they get all of them. Faculty members will have to pack and unpack their own boxes. If people have books they no longer want, they can call Margaret Gregor in the library and she will come over and go through the books and take them to the library. Fragile and personal items should not be packed. People should take those items home or to their new office themselves. We will take care of moving the technology. We have not quite figured out how to move the technology and not interrupt the college's activities. We are hoping to move administrative offices first. If faculty have a laptop, we are encouraging them to take them home with them. First order of business is to get administrative offices and faculty up. Computer labs in Duncan will not be moved except for some things in the media lab. The building is supposed to be finished by June 15, 2011. That is only the building. Then furniture has to be put in and then technology will be moved. Boxes should be here by the middle of April. Access to the building is very limited at this time.

If you need phones to have two lines or more coming into it, you will need to contact Tammie Gelderman about that issue. We are taking current phone numbers with us. New people will get new numbers. We will have to take our existing phones with us as we cannot afford to purchase all new ones.

6. Budget Update: Departments are free to make purchases with their existing funds and they should do so as quickly as possible. Goods have to be received and paid for as quickly as possible prior to June 30, 2011. We are looking at the possibility of getting some iPads and have people submit proposals as to how they would use and implement them.

7. Updated Vita (Electronic): SACS- We will have to have updated vita for a lot of our personnel files.

8. Other

- **TracDat:** What can we use? It is not clear at this point. To the extent that you have information and material that you can place in those zero programs, just do it. They would like to have something in all of our programs.

Next AC Meeting is scheduled for Tuesday, April 12, 2011, at 10:00 am, in Room # 314 EDH, Greene-Oakes.