

**Reich College of Education  
Administrative Council  
Minutes**

**November 15, 2011, 10:00 am, Room #417, Dean's Office Conference Room**

**Members Present:** Charles Duke (chair), David Wiley, Doris Jenkins, Robin Groce, Michael Jacobson, Jim Killacky, Ellen Carpenter, Monica Lambert, Rob Sanders, and Lee Baruth

**Members Excused:** N/A

**Guests:** David Hostettler, Ken McEwin, Amy Cheney, and Barbara Howard

1. **Approval of the Minutes from the October 18, 2011, AC Meeting:** Minutes were approved without any changes.
2. **Proposal**

**College of Education- Department of Leadership & Educational Studies**

**COE\_LES\_ITC\_2011\_1**

Add Graduate Certificate Program, Educational Media/Instructional Technology: Teaching and Learning in Virtual Environments, open to applicants with undergraduate degrees. This program shall consist of the following 12 semester hours/4 courses:

- (a) ITC 5220. Digital Technologies in Education/ (3).On Demand.
- (b) ITC 5440. Digital Learning Environments in a Changing Society/ (3).On Demand.
- (c) ITC 5800. Designing Virtual Environments for Instruction/ (3).On Demand.
- (d) ITC 5820. Creating and Sustaining Virtual Environments for Learning/ (3).

**ITC Proposal 1-** Amy Cheney spoke about the proposal. Proposal was discussed by Council. Proposal needs to include a description of the Certificate and Dr. Cheney will include that description. Question was raised about overlap with a C&I course. Dr. Cheney will check on that and note it on the proposal if appropriate. Proposal was approved by Department on September 1, 2011. Syllabus needs a little more specific information included. Further information that was discussed will need to be added.

**COE\_LES\_ITC\_2011\_2**

Add ITC 5800, Designing Virtual Environments for Instruction/ (3). On Demand. To the Graduate Catalog and as a requirement for the certificate program in Teaching and Learning in Virtual Environments.

**COE\_LES\_ITC\_2011\_3**

Add ITC 5820, Creating and Sustaining Virtual Environments for Learning/ (3). On Demand. to the Graduate Catalog and as a requirement for the certificate program in Teaching and Learning in Virtual Environments.

**ITC Proposals # 1-3-** were approved with discussed changes in ITC proposal # 1. Amy Cheney will make the appropriate additions to ITC proposal # 1.

**APP\_COE\_LES\_MSA\_2011\_1**

Change requirements in the MSA Master of School Administration (Major Code: 433A/13.0409)[T] program by:

- a. Deleting as a requirement RES 5560. Classroom Assessment/(3).F;S.
- b. Deleting 3 s. h. of electives as a requirement in the program.
- c. Adding RES 5500. Data-Driven School Leadership (3).F;S. to the graduate catalog and as a program requirement.
- d. Adding LSA 5650. Ethical and Humane Dimensions of Educational Leadership (3).F; S. to the graduate catalog and as a program requirement.

**MSA Proposal # 1-** Barbara Howard spoke about the proposal. Proposal was discussed by the Council. Proposal # 1 brings up the need to look at the RES 5560 course and the impact on it based on the audience of the new course. Suggestion was made to streamline the elective choices. Proposal was approved.

**APP\_COE\_LES\_MSA\_2011\_2**

Add RES 5500. Data-Driven School Leadership (3).F; S. to the graduate catalog and as a required course in the MSA Master of School Administration (Major Code: 433A/13.0409) [T].

**MSA Proposal # 2-** Proposal was approved.

**APP\_COE\_MSA\_2011\_3**

Add MSA 5650. Ethical and Humane Dimensions of Educational Leadership (3).F; S. to the graduate catalog and as a requirement in the MSA Master of School Administration (Major Code: 433A/13.0409) [T].

**MSA Proposal # 3-** David Hostetler spoke about the proposal. Proposal was discussed by the Council. Proposal was approved.

**College of Education- Department of Curriculum & Instruction**

**APP\_COE\_CI\_MGE\_?**

Revise the Science Concentration (470D) in the Bachelor of Science Degree in Middle Grades Education (Grades 6-9 licensure) (470\*/13/1203 (T) by adding G S 3300 Educational Applications of Science Concepts (3) as a requirement. All other Middle Grades Concentrations, Language Arts (470B) [T]. Mathematics (470C) [T], and Social Studies (470E) [T], remain the same.

**MGE Proposal-** Ken McEwin spoke about the proposal. There was some discussion about the proposal. Proposal was approved.

**Need to be sensitive to the impact on other courses offered in other areas when a new course is proposed. In the future we need to include in the rational data that supports the changes that are being suggested or the need to meet changing standards.**

**Make sure when departments have proposals to go to Teacher Education Council, Graduate Council, and/or AP&P that they are submitted by the posted deadlines, if not before, to Joyce Reese with a cover letter asking for the committee's consideration. Administrative Council is submitted to Lynn Church with the same information.**

**3. Budget Update:** Handouts on the budget breakdown were provided including the per FTE budget breakdown by department. Budget cuts were discussed. Dr. Duke asked for chairs to identify significant expenses that the departments may need help with and send those to him. Dr. Duke asked chairs to monitor their budgets very carefully this year because the Dean's Office does not have funds to cover shortfalls. Chairs asked for a memo to them from the dean about extension funding and the lack thereof that they could share with faculty. Dr. Duke will try and get that out sometime this afternoon.  
Dr. Duke will include in the next Dean's Update that all travel reimbursements should be completed within 30 days of the travel. This is the policy of the university as well as need based on existing budgets.

**4. Enrollment Spring:** Held for next meeting.

**5. Debrief Provost Visit:** Held for next meeting.

**6. Scholarship/ Re-assigned Time:** Held for next meeting.

**7. Other:** N/A

**Next AC Meeting is scheduled for Tuesday, December 6, 2011, at 10:00 am, in Room # 417, Dean's Office Conference Room.**