

**Reich College of Education
Administrative Council
Minutes**

December 6, 2011, 10:00 am, Room #417, Dean's Office Conference Room

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

Members Excused: N/A

Guest: Sarah Bergstedt from the Office of International Education Development

- 1. Approval of the Minutes from the November 15, 2011, AC Meeting:** Minutes were approved without any changes.

- 2. Budget Update:** There is not any money associated with this agenda item. The university is looking into a tuition increase for students. They are discussing 12%. Part of that is being looked at for salary increases for faculty only; staff members are not included in any tuition salary increases. This is only in the discussion stage. Deans' were asked to put in for supplemental funding last week and Dr. Duke asked for travel money for field experiences.

- 3. Enrollment Spring:** Dr. Duke provided enrollment information handouts and briefly reviewed their content. The Deans and the Provost had a discussion about distance education last week. The Provost appears to be in favor of on-line courses. The issue of on-line courses being offered on-campus was discussed and how that impacts the classroom student experience. They also discussed recruitment related to off-campus. The Provost will be looking into recruitment as well as new markets for distance education. Rob Sanders is scheduled to meet with the Provost about what LES is doing with their programs.
The Deans still feel we need a Chief Information Officer to coordinate the technology on-campus.

- 4. Scholarship/ Re-assigned Time:** Dr. Duke provided a handout about scholarship and re-assigned time. Significant work is defined in number one. Demonstration of published... Talk about accepted or published works. The time period of three years was discussed. Question was raised as to whether we include funded grants and unfunded grants in the work and the Council seemed to think they needed to be included. The activity is what is important and we want to encourage that activity while still making sure the activity is acceptable. The effort or activity is what is being reviewed. Are faculty using this time and are they using it effectively? The paragraph on publishing needs to be re-written. Document does need to be re-written somewhat. Suggestion was to delete everything from number two down and keep the last paragraph. Also to add that if there are questions to look to the departmental promotion and tenure guidelines.

- 5. Post Tenure Review Guidelines:** What is the role of the chair in the post tenure review? Faculty handbook does not really address specifics. The original guidelines say that the chairs' role is to simply send forth the summary of the Post Tenure Review Committee decision. Are chairs supposed to follow drafts or the faculty handbook? Dr. Duke said to assume that we go by the old guidelines that are in the handbook. The drafts have not been vetted or posted in the handbook and therefore should not be used. The university handbook has 3 categories for 3 year reviews but the GA asks for 4 categories. We need to see if we can get them to be consistent.

6. Prerequisites for Entry into CI 2300 and FDN 2400: Note on schedule uses the word “intent”, “declared”, or “admitted”. Question is what is intent? Intent means I am not sure if I want to do this yet or not but I am interested. Declared means they have already declared their major. Why should we put up a barrier for students who have intent? There are some expenses for TK20 involvement but they are minimal. If the students meet the base requirements why not let them into the course? Intent tells the university that the student is interested in becoming a teacher education major but they have not declared their major yet. If the students have not changed their intent they cannot get into the courses for their future declared major even if that future declared major is teacher education. Supply and demand could be an issue in this debate as well. Maybe we need to look at an elective one hour credit course perhaps titled Careers in Education. Michael Jacobson agreed to draft something on such a course.

7. Other

- **LES is sponsoring a Junior Fellow from the Republic of Uzbekistan.**
- **Cultural Outreach:** Sarah Bergstedt was in the meeting to discuss the Cultural Outreach Program. She provided a handout that discussed AS-U-GO- Global Outreach Cultural Speakers Bureau. A lot of the students that participate are exchange students. She wants to increase the number of degree seeking students. OIED want to recruit speakers in a different way. This is completely volunteer participation. Visiting Faculty are able to volunteer as well. She would like to meet with faculty in departmental meetings to talk about this program. Students have the ability to do virtual presentations via SKYPE. Sarah passed around a list of the students’ academic majors in Undergraduate, Graduate, and Exchange. Sarah also went through the website on OIED’s web page that has the students that are participating listed, where they are from, and some other useful information.

Next AC Meeting is scheduled for Tuesday, January 10, 2012, at 10:00 am, in Room # 417, Dean’s Office Conference Room.