

**Reich College of Education  
Administrative Council  
Minutes**

**August 2, 2011, 10:00 am, Room #417, Dean's Office Conference Room**

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

**1. Budget Update:** We do not have a budget yet but the university budget is on campus. The most specific thing to come out of the budget so far is as a precaution professional travel will only be paid at 50% of what the cost turned in is. It is very important that chairs keep up with what they approve. If funds become available later there may be an opportunity to reimburse for the balance. The final cut could be up to 35% on operating budgets. Foundation or grant funds may fund travel but consider equity. Other areas across campus are looking at funding non-tenured faculty at a higher level than tenured faculty. This is something chairs might want to discuss in their departments. Extension funding is treated as all other state allocations. Extension will take a hit along with everyone else but to what extent we are not sure. Travel to teach courses will be covered. We are down overall in terms of our student credit hours off-campus, in the neighborhood of 2000 student credit hours. Some funding is based on targets and we have not been meeting those consequently. There will probably be some adjustments in funding.

**2. Adjunct Offices:** Two three-quarter time adjuncts will share an office together. Mary Hendrix, Grant Dean, Omer Ari- full time one year appointments will have an office by themselves. Others will get a cubicle area in the lower level. We will try and stagger those for privacy as we can. Other office assignments will be forthcoming.

**3. Workload Issues:**

- **Re-Assigned Time and Productivity Standards:** There has been considerable discussion in Dean's Council about re-assigned time and productivity. Many colleges have some expectations about productivity as a result of re-assigned time. The expectation is that within a three year period related to scholarship faculty would have at least one to two refereed published articles. We seem to be meeting if not exceeding that target. The General Administration is very interested in this process. The college needs to put some kind of guidelines in writing related to re-assigned time and productivity for scholarship. We could adopt the general standard. We also ought to include presentations but they should not substitute for publications. We need to consider the context in which we are working in reference to financial matters.

**4. Out of State Policy Implications:** Recent federal legislation about offering courses outside the state has come into play. If students out of state are taking courses with us through extension, then there should be an agreement of permission with that state. Some states are charging for this permission. The GA is looking at doing a regional kind of agreement. If programs have internships in other states, we need to identify those and check on the status as to whether we can continue to do those placements in the future.

**5. TK20 After Robert:** Robert Dodd has taken another position in West Virginia. The Provost has agreed to let us fill this position. David Wiley will be heading up this search. This will not be a national search but a regional search. The job description will be shared with everyone and we hope this results in identifying candidates. This is an EPA Administrative position and not a faculty

position. There are a lot of faculty that are going to be teaching with TK20 but have no experience with it and there are lots of students coming into 2300 and 3300 courses. John Spagnolo will be shifted over on this and help out with training during the interim. He will be available to work with faculty. Efforts are underway to deal with the transition. This is not an ideal situation but it will help get us through the transition until we can fill the position on a more permanent basis.

**6. Building Issues and Update:** We are still having some telephone issues. We are working on those issues as quickly as possible. Report any phone problems to Tammie Gelderman. Labs are still being set up. We are waiting for the electricians to finish up. The computers are ready to be installed as soon as we can get in the area. The building still hasn't been released to us yet. Be patient because workers will be coming in for a while trying to correct any issues we may be having. As far as furniture side chairs, are being distributed now.

People should be cautious when they are in the building after hours, on weekends, or in the early morning hours. Security is an issue in this location of campus and town. Remind faculty and staff to shut down their computers completely when they leave and lock their office.

**7. Internships and Signature Authority:** Chairs or program directors have been signing off on internships. If there is a written agreement with a hospital or other agency then that goes through the legal channels and the Provost signs off on that legal document. There is a different level based on where the internship is located. If you enter into an agreement with an agency to accept interns, that agreement should go through the university attorney. Then assignments of internships to that agency can be done at the chair level. Do we have a standard agreement for internships? Dr. Duke will speak with the university attorney's about this issue and possibly drawing up a contract. A new form is available for undergraduate internships, but it is not clear whether it applies to graduate students. LES has three programs that are completely on-line and that further complicates things. We are covered in the 8 partnership districts but need to check on other districts. HPC does not sign an agreement with an agency unless they ask for the agreement.. That may have to be revisited. Students and faculty are under contract agreements about internships because that is required by the accreditation body for counseling. In some cases internships like student teaching are handled in the Dean's Office and some are handled in the department. We place student teachers in 50 school districts. We will be reviewing placements and then see where else we need to have agreements. Dr. Duke will try to get the form to everyone to see if it does or does not meet the needs of all programs.

**8. Roles for People in the Dedication of the Building August 18<sup>th</sup>, 2011:** Dolly Farrell discussed the dedication of the building which will be on August 18<sup>th</sup> at 4 p.m. with a special tour at 2 p.m. for significant donors. We will need help from each department for both the 2 and 4 events; it would be nice to have people visible at each department reception area, and in special areas such as the design lab, the reading clinic, the HPC counseling/demo lab areas, the doctoral room, math/science center and computer lab(s) if ready. The tours will not be able to spend extended time at any one location but a visible presence is important. The tours will probably begin about 5 for the 4 p.m. ceremony. There will be special seating available for all members of AC. The ribbon cutting ceremony will occur at the entrance to the hallway from the main lobby where the mural is. We are expecting a large attendance and the event will be video streamed as well. The donor board will not be ready for the event—contributions are coming in daily and there has been good response to a mass mailing that went out several weeks ago. Dolly indicated that this would probably be her last AC meeting and she thanked everyone for their support; in turn, the AC and Dr. Duke expressed their appreciation for the work she has done over the past three years for the college. Dr. Duke indicated that efforts are underway to provide for the transition and that Advancement would be providing some assistance. It is unknown at this time whether Dolly's position will be filled. Andrea

Gimlin in Advancement will be helping out some after Dolly is gone. We are hoping advancement will pick up some of the clerical work.

**9. Gen Ed Task Force Report—Please Read Before Meeting:** Interim Provost Lorin Baumhover has asked for feedback on the report. He was not asking for a replacement of Gen Ed when he called for this report to be done. He was asking about the mechanics and processes of Gen Ed and how they were working. Transfer students come in and pretty much have to start at the beginning because the courses they have taken do not seem to transition very well into ASU's Gen Ed so it is not helpful for transfer students. What went into the Gen Ed coursework seems to be a very political process. Students have very few things to choose from in Gen Ed and it does not seem to matter what they are interested in. Housing of Gen Ed in the College of Arts and Sciences instead of University College seems to be a possibility. We need to be able to chart a course through Gen Ed that meets the requirements of our outside accreditation agencies and this is a challenge with the current set of Gen Ed requirements.

**10. Other:**

- **Date spring 2012 Schedules are Due Along with any Information Regarding Constructing the Schedule:** Spring schedules are due to the Associate Dean's Office by September 2, 2011.
- **Lynn Church provided a handout of the Council Meeting dates and submission dates for AC, TEC, Graduate Council, and AP&P. Please pay special attention to the Catalog Deadline in AP&P's schedule.**
- **Dean's Office Conference Room:** This room can be scheduled for departmental meetings as available. The room can be scheduled through Tammie Gelderman.
- **Dr. Duke welcomed both Robin Groce- assistant dean and David Wiley- associate dean.**
- **New Provost Requests:** The new Provost will be coming to meet with the leadership teams. Be thinking about faculty that we might want to represent us and speak to the new Provost. We need to help her understand the diversity of what we do. She would also like 30 minutes with staff in departments as well as staff in the Dean's Office. Dr. Duke is going to request to be at the end of this schedule. Dr. Duke will get more information about what is meant by "presentation" and "leadership team." She also asked us to give future directions without consideration of funding.
- **Doris Jenkins Addressed the Professional Core Issue:** She is waiting to get updated numbers so we can make sure that we offer the courses we need to in the right time slots for the students to be able to take needed courses. Degree Works will help in scheduling these classes.
- **Rob Sanders put out a call for a need for service courses.** He asked for everyone to let him know if they need courses to be offered by LES.
- **Dr. Duke requested another AC meeting on August 16, 2011, from 11:00 am- 1:00 pm. Dr. Duke will spring for pizza.**

**Next AC Meeting is scheduled for August 16, 2011, at 11:00 am, in Room # 417, Dean's Office Conference Room.**