

**Reich College of Education  
Administrative Council  
Minutes**

**September 20, 2011, 10:00 am, Room #417, Dean's Office Conference Room**

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

**Members Excused:**

1. **Approval of the Minutes from the September 6, 2011, AC Meeting:** Minutes were approved without any changes.

2. **Proposal**

**College of Education- Department of Family and Consumer Sciences**

**COE\_FCS\_2011\_1**

- a) **To FCS 4701 Educational Methods in Family and Consumer Sciences, add as a prerequisite: FCS 3700 Introduction to Family and Consumer Sciences Education, or approval of the instructor.**
- b) **Change class format to: lecture three hours (from lecture two hours, laboratory two hours).**

**FCS Proposal was approved.**

3. **Re-assigned Time:** Discussion occurred related to re-assigned time for scholarship. A sub-committee of Lee Baruth (HPC), Michael Jacobson (C&I) and David Wiley, Associate Dean, agreed to prepare a draft document for the next AC meeting which would provide a context as well as statement for the college regarding the conditions for re-assigning time for scholarship in the college. The Council agreed that such a statement would address the basic criteria for assigning time for scholarship but would not prevent departments from requiring more evidence in terms of promotion and tenure. The policy of Arts and Sciences was suggested as a possible model.

4. **Transfer Policy:** The Council agreed that students with 30 hours or more of university level coursework should not be required to take the Freshman Seminar; some concern was voiced about the provision that the 30 hours exemption would only apply to those students who had been out of high school for a year; more students are taking college credit while still in secondary school and could possibly come close to having 30 hours of credit via a combination of AP scores and coursework. Note: the 30 hour provision has been passed by the General Education Council and should appear soon on the AP&P agenda.

5. **Other:**

**Topics for Discussion with Provost:** Dr. Duke presented a draft of 5 items for possible discussion at the Provost's upcoming visit to the college (Nov. 1, 2011); the 5 items were as follows: (1) decreasing enrollments in off-campus programs; (2) adjustment to and planning for budget reductions; (3) training in use of an increasing number of electronic systems; (4) staffing needs; (5) accreditation.

After considerable discussion by the Council of the items, with particular focus on the off-campus issues, Dr. Duke indicated he would take the discussion into consideration for another draft to be brought back to the Council for review.

**Recycling:** Discussion occurred related to the need for more trash receptacles—as opposed to paper recycling; although classrooms appear to be clean enough, food and other related materials are showing up in rest room trash receptacles because hallway ones are full. Although recycling staffing has been reduced, the program will continue with custodians responsible for getting the materials to the dumpsters at the back of the building. Dr. Duke indicated he had talked with the recycling people about trash receptacles for the multipurpose room and for the science ed classroom. A bin in the regular recycling area on each floor will be converted to accepting trash as well.

**Building Update:** Lighting problems have been reported in the building; in addition to the motion sensitive problems in some offices, hallways have been dark on numerous occasions. These problems have been reported and efforts are underway to correct the problems.

**Scheduling of Classes and Rooms:** Several concerns were raised about the matching of class sizes with room capacities; acknowledging that there had been some mismatches initially for the fall classes—mainly because the capacity of some rooms was found to be less than indicated—Dr. Duke indicated that spring scheduling should bring better results. Chairs were cautioned about keeping their class sizes up as much as possible and that small classes would be monitored. Chairs also were asked to monitor their schedules and to note any anomalies in class size and room matches and report those to David Wiley and Tammie Gelderman.

**Research Associate for Teacher Education Assessment:** Dr. Duke announced that Jennifer McGee has been hired to fill the position vacated by Robert Dodd. Her anticipated start date will be October 10, 2011.

**Next AC Meeting is scheduled for Tuesday, October 4, 2011, at 10:00 am, in Room # 417, Dean's Office Conference Room.**