

**Reich College of Education  
Administrative Council  
Minutes**

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

**Members Present:** Charles Duke (chair), Doris Jenkins, Michael Jacobson, Monica Lambert, Ellen Carpenter, Rob Sanders, and Lee Baruth

**Members Excused:** Jim Killacky, Robin Groce, and David Wiley

- 1. Approval of the Minutes from the August 16, 2011, AC Meeting:** Minutes were approved without any changes.
- 2. Provost Material:** Tuesday, November 1, 2011, is the college's date to meet with the new Provost. AC meeting with the Provost will be at 10:00 am. Which faculty would you like to recommend speaking with the new Provost? Not all faculty members can attend. Meeting will be in Dean's Office Conference room. Funding, advertising, and enrollment for off-campus programs need to be emphasized in this meeting.
- 3. Promotion/ Tenure Template:** Dr. Duke sent out the promotion/ tenure information. Chairs need to set up their timelines for completing promotion/ tenure process. If you have any unusual cases you need to let the Dean know. Important that you have on file and candidates have access to written annual reviews. You should have this for every faculty member on tenure track. Dr. Duke sent out the recommended template for the portfolios but there is no objection to those coming through as electronic portfolios. Dr. Duke will let it be known that the Council reviewed these requirements and voted to approve them either on paper or electronically. We would encourage people to use the recommended template. The issue of fit and good citizenship in the department was discussed. Annual reviews should reflect this aspect.
- 4. Annual Review for Faculty:** These must be occurring because these are the backups for issues if they have arisen or may arise. These reviews must be written and in faculty personnel files in the department. Faculty members should have access as well as copies of all of their annual reviews. GA recommended guidelines for post-tenure review have to be followed; discussion of the absence of chairs and dean's involvement in the post tenure review process was mentioned as a concern.
- 5. College Statement on Re-assigned Time and Scholarship:** We discussed this last time about having a written policy as to scholarship and re-assigned time. The Council approved a statement in principle that all tenure track faculty should be expected to produce a minimum of 1-2 refereed publications/ creative activities or equivalent in three years to qualify for re-assigned time. This is for re-assigned time only. Dr. Duke asked chairs to take this item to their departments and have a discussion as well as a departmental vote on this.

**6. Enrollments:** We need to have a real discussion with the new Provost about off-campus and recruitment and how we and the university can work on this issue. Our off-campus enrollments are dropping dramatically. Our concern is that it is getting harder and harder to compete with other institutions that have more to offer students in funding packages. There is talk about accepting more transfer students where the SAT scores do not come into play. We have to bring in more undergraduate students to equal the amount of graduate student funding. The funding issue needs to be addressed as well. The challenge that we are facing right now is getting the word out about our on-line course offerings. As an institution we really need to think about marketing at the graduate level and do so in a different way that we have in the past.

Dr. Jenkins will be sending out spreadsheets to program coordinators to see where the students are in the core. She will be getting with people individually to address where students may be caught in the transition for prerequisites. We need to encourage these students to complete requirements for admission.

**7. Food/ Drink in Classrooms:** Dr. Duke has had some requests from faculty that we ban food and drink in the classrooms but there is no way to enforce that. We are having some spills and they do have to be cleaned up but the housekeeping staff has been great about that. We need to keep emphasizing the fact of cleaning up after ourselves. We may have to have more trash cans in the hallways. We may even have to go to trash cans in the classrooms if this becomes a big issue.

**8. Budget:** No information available at this time.

- **Printing:** Departments are responsible for the cost of moving their departmental printers to the new building. Everyone is set up to print everywhere in the building now. This will be monitored for patterns of usage and also for cost.
- **Telephones:** Departments are responsible for paying for the moving of their phones to the new building.

**9. Other:**

- **We have been told that we have to adhere to the Drupal design of our website.** We originally constructed this page for students that come to our web-site for the information they need in relation to teaching. We have been told this information can be reached in other places on the university web-site. The quick links on our college web-page help our audience who may or may not know where to go on the web-site. We need to try and justify why we have the quick facts on our college homepage. Dr. Duke is going to see about preserving some of our links. Our new address is not on our current web-page. Logo- the Council looked at six different models for our logo and home page. Dr. Duke will provide the Council feedback to the webmaster's office.
- **Maintaining pages is an ongoing process.** The web-master will not make changes to our site automatically. We would have to provide the text changes for our site and then send them to the web-master. Maintaining the department webpages is a job for the departmental assistants. Our home page is significantly behind as well as the departments. Our address is on all of the other pages except the main page. We do not know if the banner for the departmental pages will be the same as the homepage.

**Next AC meeting is scheduled for Tuesday, September 20, 2011, at 10:00 am, in Room # 417, Dean's Office Conference Room.**