**Administrative Council Meeting – January 29, 2003**

Present – Dr. Les Sternberg, Dean; Dr. Michael Seaman, Associate Dean; Dr. Irma Van Scoy, Associate Dean; Dr. Michael Welsh, Dept. Chair EDLP; Dr. Karen French, Dept. Chair P.E.; Dr. Teri Kuhs, Dept. Chair ITE; Dr. Jim Carper, Interim Dept. Chair EDPY & Faculty Chair; Dr. Bruce Field, Dir. School-Univ. Partnerships; Mr. Steve Mattison, Dir. Business Office; Ms. Renee Connolly, Dir. of Accreditation & Quality Assurance

Dean Sternberg called the meeting to order at 8:35 a.m.

I. Old Business

The minutes from November 13, 2002, were accepted, as amended.

Dr. French requested clarification of Provost Odom’s recent announcement at the Faculty Senate meeting. Dean Sternberg announced that the COE will continue to hold back 2.5% of its budget in light of possible future budget decisions. Dr. Seaman has already notified department chairs that they should indicate to him how they would plan for an additional 3% budget cut.

II. New Business

**Online Course Evaluation System** – Dr. Seaman introduced Patrick Meyer, Manager of the Office of Program Evaluation (OPE) to introduce the online course evaluation system initiatives. Mr. Meyer showcased what the online system looks like at this point. He reviewed the security measures that ensures that when a student completes a survey, he/she is actually a student in the course for which he/she is completing the survey. He also displayed the database that will house all the information submitted online and explained how the end results may look when they reach faculty. The members discussed repercussions for those students who do not complete the survey and the online survey’s initial introduction to the COE. Mr. Meyer reported that the OPE has conducted several pilot surveys with some courses, where the survey was well received.

**Spring Faculty Meeting** – Dr. Carper asked the members to submit conflicts for April 11 or April 18 so he can set the Spring Faculty Meeting date. He will also consider looking at alternative days of the week in case many people are not able to make the dates work. He announced that he needs nominations for the Faculty Senate Chair-Elect and Faculty Secretary and asked that Department Chairs help him with names for these positions.

**Faculty Search Update** – Dr. Seaman distributed a list of search committee members for each position and the number of applications received to date for each position. He asked Department Chairs to help clarify the process this search process for those committees that have had questions or issues during their search. He also announced that all search committee members can have access to all files that have been submitted for each position. At a later point in the search process, all application materials will be available to faculty members who would like to review those persons interested in positions. He clarified that rating forms will be available for those who attend research colloquia and for those faculty members who would like to rate those applying for positions.

Dean Sternberg stressed the importance of hiring the best person for each position and that current and future budget constraints may prohibit the hiring of individuals to fill all positions.
**Undergraduate Programs** – Dr. Van Scy informed the members that the undergraduate programs in middle, elementary, and early childhood will very likely begin in Fall 2003. Although approval from the Commission on Higher Education is not official at this point, plans on handling these new students are being discussed now. The first major step in preparation will be to get ready for summer orientation, which (aside from physical education programs) has not been handled by the COE. She announced that discussions are underway to determine how to best meet the needs of the new programs and include exploring options for reallocating responsibilities and/or hiring personnel if absolutely necessary (staff, GA’s, etc.). She also noted the need for faculty to fulfill advisement and leadership roles (e.g., possibly an undergraduate director) 

Dean Sternberg announced to the group that he has reviewed a comprehensive futures plan that Dr. Van Scy put together related to meeting staff and administrative needs for undergraduate programs. He anticipates that these undergraduate programs will grow quickly, which (with the advent of VCM) will bring new tuition dollars into the COE that should be earmarked for the implementation of these programs.

**ETV Announcement of Courses** – Dr. Kuhs announced that the information that has been given out on the ETV announcement of courses has not been completely accurate in terms of information on courses, programs, admissions requirements, and dates. She emphasized the importance of correcting this information quickly. Corrections should be sent to Renee Schaffer. Department chairs agreed to meet for 15 minutes following next week’s Administrative Council to coordinate what will be submitted, if necessary.

**University-School-Community Partnerships and Outreach** – Dr. Field reminded department chairs to submit information for him to compile in relation to the university-wide initiative underway to let people know what is happening with partnerships between the University and communities and schools. He requested information on partnerships that are happening at any level among faculty, the community, and schools. Dean Sternberg stressed the importance of this information on a yearly basis, as this has become an important issue with central University administration for outreach efforts, legislative initiatives, development concerns, and general public relations. It is essential that the COE explain all partnerships that are currently happening. Forms were distributed that requested this information from all departments. These forms and additional explanatory information on this project and what is expected can be obtained from Dr. Field in Rm. 113 or via phone or email.

**Carolina Trustee Professorships** – Dr. Sternberg distributed information on the Provost’s Carolina Trustee Professorships. He asked for nominees for these positions.

**Strategic Planning** – Dean Sternberg announced that the COE’s efforts in this area will be led primarily by Dr. Seaman, with continued assistance from Dr. Van Scy and Ms. Connolly. Dr. Sternberg’s leadership initiatives for the COE will require that he focus on external relations in the near future and that strategic planning initiatives remain under the direction of the Associate Deans’ Offices. He stressed the importance of the six strategic initiatives in the development of the strategic plan, with special emphasis on national stature of the COE. Dr. Seaman explained the University’s demands in terms of the strategic planning process and distributed a summary of what will be required from Department Chairs and other offices. He will administrate the COE’s efforts in getting all this information together, but it will be necessary to obtain relevant information from offices in the COE. He reviewed the summary and explained what is required from whom and by when. Much of the information that is being requested will come through Department Chair and professional offices and will rely on previously-submitted information on the COE’s strategic initiatives and assessment plans in programs reports and self studies.

**Additional planning measures** - Dr. Seaman reviewed some additional strategic planning initiatives
that he would like to accomplish as part of his new responsibilities as Associate Dean for Administration 
and Research. He introduced his interests in 1) moving to a more web-based environment for standard 
forms (within College or University regulations); 2) streamlining inter-office procedures for paperwork 
and signature-related matters; 3) offering technological training for those personnel who will be using 
new software or procedures; 4) clarifying financial information for department chairs and directors to 
improve the budget process; 5) defining departmental budgets differently to allow for more flexibility; 6) 
exploring new options for purchasing procedures (within College or University regulations); 7) upgrading 
the COE website and supporting technology to ensure efficiency and effectiveness in personnel support, 
software support, hardware/software requirements, web maintenance responsibilities, back-up support, 
and emergency services; 8) implementing an evaluation system for specific administrative support 
offices; and 9) allowing departmental use of “runner services” via Logistics to make on-campus 
deliveries.

**Other**

**Update on Course Evaluations from Fall 2002** – Dr. French asked for a status report for the Fall 2002 
course evaluations. Dr. Seaman informed the members that Patrick Meyer, manager of the Office of 
Program Evaluation, is the appropriate person to contact for this information.

**III. Reminders**

The next Administrative Council meeting will be held Wednesday, February 5, 2003.

Dr. Van Scoy reminded the group that discussion is still needed on the topic of Graduate Coordinators 
and/or Directors. She would like to discuss this topic at the next Administrative Council meeting on 
February 5, 2003. She asked the members to come to that meeting prepared to discuss this topic as an 
agenda item.

**IV. Announcements**

Dean Sternberg asked the members for nominees of outstanding graduate students for the Dean’s Award 
for Excellence in Graduate Study for 2003. Deadline for these nominees is Friday, February 28, 2003, 
and the Graduate Student Day is planned for April 2, 2003.

Dr. Seaman has communicated with the Faculty Student Affairs Committee will not be in charge of 
student applications for awards. It was decided that this matter would be presented to the COE Steering 
Committee.

Dean Sternberg announced that he, Dr. Van Scoy, and Ms. Connolly presented at the recent AACTE 
presentation, January 24-27 on the development of the unit-wide assessment system. He explained that 
the attendees were very impressed by the systems approach that the College was using.

The meeting was adjourned at 11:37 a.m.