These minutes will be formally approved at the first meeting of the 2003-04 academic year.

ADMINISTRATIVE COUNCIL - June 4, 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. Ed Dickey, Dept. Chair ITE; Dr. Jim Carper, Interim Dept. Chair EDPY; Dr. Murray Mitchell, COE Faculty Chair; Dr. Bruce Field, Dir. School-Univ. Partnerships; Mr. Steve Mattison, Dir. of Business Office; Ms. Renee Connolly, Dir. of Accreditation & Quality Assurance

Dean Sternberg called the meeting to order at 10:34.

I. OLD BUSINESS

The minutes from May 16, 2003, were accepted and approved.

NCATE – Dr. Irma Van Scoy and Ms. Renee Connolly
A handout was distributed outlining the status of the PEU program reports and self studies. As of the date of this meeting 30 reports have passed an NCATE or State Department review or have submitted an appropriate letter from a discipline-specific agency, 14 reports are in rejoinder status, and we have not received feedback on 17 reports under review by the Commission on Higher Education. The members discussed the numbers represented on this handout and what it will mean for the upcoming accreditation visit. Dr. Van Scoy clarified the action that would be taken if programs do not pass prior to the accreditation visit. She also commented on the general expectations that the COE has of the review team at this point and that as soon as additional information is known about the team, it will be forthcoming.

II. NEW BUSINESS

Graduate Assistant Funding/Paperwork – Dr. Mike Seaman
Dr. Seaman distributed a handout outlining new hiring procedures for graduate assistants and a sample GA offer letter. He explained that these new procedures will go into effect after Summer II 2003, and he highlighted the most important aspects. He also indicated that the GA Hiring Form that will accompany the GA offer letter will be available via the new COE website forms page. Dr. Seaman indicated that these new forms are representative of the new move to create an easy forms system that will enable faculty and staff to complete administrative responsibilities. The members discussed what additional information could be helpful to include on this form. Dr. Seaman explained further how some specific scenarios might work with these new forms and the new VCM system that will be implemented.

Status of New Hires – Dean Les Sternberg
Dean Sternberg asked the members for updates on the status of departmental hires that are currently being conducted. Dr. Ed Dickey announced that two searches had been successful within ITE and three were not. Those that are still open are one in early childhood and two in elementary. Because additional candidates have submitted papers for the elementary position, Dr. Seaman will be determining the method that we might use to consider their papers for a January, 2004 start date. It was recommended by Dean Sternberg that the early childhood search be officially closed and revisited (with potential changes in candidate profiles) early in the fall semester. Dr. Welsh reported that the two positions in EDLP were in the negotiation process. Dean Sternberg insisted that there be closure to these searches by the end of the week, especially due to AAUP guidelines regarding when offers can be tendered to candidates. Dr.
Carper reported that the position in counselor education was closed without finding an acceptable candidate. The Department was successful in recruiting its number one candidate for a special education position. The other special education position will be filled with a clinical faculty member for next year. Dean Sternberg expressed an interest in making sure that letters are sent to those individuals who were not chosen for any of the positions.

**COE Brochures – Dr. Irma Van Scoy**
Dr. Van Scoy reported that she has been working with Bryan Burgin and Emmie May to develop a new COE brochure to replace the apple logo/campaign that was introduced 10 years ago. She mentioned that two types of posters have been suggested that would target different types of potential recruiters such as school counselors or state agencies/district offices. Additionally, different types of brochures will also be developed. She reported that the team working on this is still investigating how much these projects would cost. She suggested that Emma May, Elna Moses, and Peter Werner might help with language in the brochures so that a working draft could be distributed to the departments for approval and additions for specific programs. Considerations regarding the interface between potential brochures and web-based materials were discussed.

**COE Website – Dr. Mike Seaman**
Dr. Seaman reported that the new COE website will be in operation soon. He explained that some basic layout has been done, but there will still be room for some unique design options by departments and programs.

**Undergraduate Programs – Dr. Irma Van Scoy**
Dr. Van Scoy reported that at this point, although the new undergraduate degrees programs are approved by the Commission of Higher Education, the SC Board of Education has not approved the degrees as certification programs. She announced that they are being sent to the State Board of Education’s Program Review Committee on Thursday, June 5, 2003. She reported that full approval is expected from the State Board of Education in August.

**Items from Council of Academic Deans – Dean Les Sternberg**
Dean Sternberg announced that the legislature’s contribution to the University’s budget will only represent 28% of the total budget for the upcoming year. The projected freshmen enrollment will be approximately 3,400, with 26%-27% of these being out of state students. All freshmen have been promised on-campus housing for Fall 2003. He reported that the COE should know more about the specific budget cuts for the upcoming year after the next Board of Trustees meeting.
Dean Sternberg reported that there was a draft statement circulated at the Council of Academic Deans recommending that USC freshmen students should all own a personal computer for the upcoming year. Additionally, he reported that USC and the City of Columbia have been involved in an on-going conversation regarding the development of a wireless cloud. He reported that his involvement has been driven by the effects that this may have on P-12 education. Dr. Dickey inquired as to the possibility of developing a wireless cloud within the COE, based on internal equipment availability.

**COE Faculty Chair & Secretary Selection – Dr. Murray Mitchell**
Dr. Mitchell distributed a handout created by the Steering Committee outlining a proposed selection criteria for the COE Faculty Chair and Secretary. This new proposal suggests the idea of a rotational selection process among the departments, relative to the number of tenured faculty. The members discussed the proposal and how it might be carried out within the COE. They acknowledged the fact that this proposal would require a by-law change and held discussion on the appropriate ways in which to address this matter. Several suggestions were made as to how this might be addressed differently and the members held some discussion on these suggestions. Dr. Carper referred to the COE Bylaws for clarification of the discussion. It was decided that Dr. Mitchell could propose the by-law change and
These minutes will be formally approved at the first meeting of the 2003-04 academic year.

request a faculty vote by notifying faculty of the proposal at least 30 days prior to the Fall College Faculty meeting. This matter could then be discussed and voted on at the meeting.

III. Reminders

Outside Professional Activities Due in Dean’s Office - June 30, 2003

Faculty Meeting August 18, 2003 at 2:00 (Refreshments at 1:30) - Wardlaw 126

IV. Announcements

Reserved Parking Spaces – Dr. Ed Dickey
Dr. Dickey reported on the status of his petition to the USC Faculty Welfare Committee regarding the status of additional reserved parking spaces behind Wardlaw. Dr. Dickey and Dr. Seaman both reported that their attempts to gain clarification on this issue had not been addressed by the appropriate persons outside the College.

The meeting was adjourned at 12:15 p.m.