**Administrative Council – August 27, 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; Ms. Beth Looney for 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 9:07 a.m.

**I. Old Business**

The minutes from June 4, 2003, were accepted and approved.

**COE Brochures – Dr. Irma Van Scoy**

Dr. Van Scoy reported that Bryan Burgin has been working on the development of a COE promotional brochure. She showed the members a draft format of the brochure and asked members for their approval of the format. These brochures will contain COE degree information for public distribution and recruitment. Specific content information will be decided later, upon approval of basic format for the brochures. Plans are that these brochures will be ready for the fall’s upcoming undergraduate registration.

**NCATE – Dr. Irma Van Scoy and Ms. Renee Connolly**

Dr. Van Scoy distributed a schedule to the members for all outstanding data that are still needed for accreditation purposes. She informed the members that all materials must be received for posting to the electronics document room. All outstanding information should be submitted to Renee Connolly by September 5 so that information may be available for the review team. Dean Sternberg stressed the importance that all this information should be sent and received by the due date. All electronic information will go live on the accreditation electronics document room on September 15 (http://edpsych.ed.sc.edu/ncate).

Dr. Van Scoy distributed copies of the Institutional Report to Department Chairs and the Office of School-University Partnerships and stressed the importance of understanding what was in it. She distributed a checklist and requested that each department complete the checklist for each program to make sure that components of the checklist are met for each program. She reported that she will be writing a memo of explanation for the checklist and sending this to Department Chairs with some revisions. Dr. Van Scoy pointed out that the items on the checklist will be the exact kinds of issues that the review team will be looking for when they come in October. The importance in looking for these items is imperative at this point, and as part of the COE’s continuing efforts (beyond the October accreditation visit) in assessment, data collection, and attention to the first strategic initiative - quality assurance.

Dr. Van Scoy has been working on the schedule of the daily activities of the accreditation team. That schedule should be completed very soon and when it is, she will begin asking departments and offices to look for specific faculty, candidates, or other office/school personnel who will be involved with the team interviews. Departments and offices will be asked to make initial contacts to key personnel who may be asked to take part in accreditation interviews. An additional need will be for candidates, faculty, and professional offices to be involved with “poster” displays that highlight special projects or initiatives. These displays will be featured at a formal Sunday, October 19, evening event with the review team, candidates, faculty, and administration and also will be available for viewing of all COE personnel on the Monday and Tuesday of the visit. These efforts will best showcase the PEU’s efforts, while enabling all faculty, staff, and candidates to view the exciting projects that are happening.
Dr. Van Scoy explained that the specific directions and supplies for assembling crates for all programs will be available during the week of September 2. The Accreditation Office will be contacting departments to let chairs know when their faculty can pick up crates and directions.

Ms. Connolly distributed forms to all Department Chairs that included follow-up questions to self studies that were written to the SC Commission on Higher Education, September 2002. She provided a template for each program that wrote a self study and asked that all faculty writers address all questions asked for each program. These should be completed electronically and returned to Ms. Connolly by September 26. All forms will be sent electronically to Department Chairs for distribution to faculty.

Dr. Seaman reminded the members that the Professional Education Unit is transitioning to the assessment plan under the Quality Assurance Committee (Qcom). This move will require that QCom have appropriate membership that is representative of all areas of the PEU, according to the proposal adopted by the Professional Education Programs Committee (PEPC) and the Intercollegiate Education Governance Council (IEGC) in Spring 2003 (see proposal at www.ed.sc.edu/documents). Dr. Seaman asked department chairs to provide names of QCom department representatives by September 3.

Other – Dr. Les Sternberg
Dr. Sternberg reported that at the Dean’s Retreat the issue of the legislature not dealing with an additional 1% the budget deficit surfaced. They discussed this problem although nothing formal was reported at this time. He also reported that the University may employ an outside company to develop a formal enrollment management plan at the level of each academic unit. Each unit may have particular needs in increasing/decreasing enrollments and that those needs will be assessed by this company and worked out through each unit and the Admissions Office. The Admissions Office may begin to assign Admissions Counselors to each academic area to help work with individual needs. When completing letters for new faculty, each must complete a Graduate Faculty form so that all forms are included in appropriate files like tenure and promotion. Dept. chairs have to make sure that this paperwork is completed correctly. Members had discussion regarding what this meant for current faculty in departments and what their responsibilities are in terms of verifying graduate faculty and providing adequate information to the Graduate School. Dr. Carper asked for clarification in receiving a list of which COE faculty have been named as graduate faculty. Dr. Sternberg reminded the members that he has distributed questions to departments from the University’s T&P Committee. Specific information regarding letters and the types of referees reviewing the documents were included in the information.

II. New Business

College of Education Budget – Drs. Les Sternberg and Mike Seaman
Dean Sternberg reported that the COE has been able to handle the 3.5% cut, but that the University has mandated a 5% budget sequester. This means that another mid-year budget cut may be on the horizon for the COE. In order to be prepared for the possibility of this additional cut, he reported that Department Chairs will have to closely examine their budgets to look for an additional 5% to cut from budgets, although all or some of the 5% may be cut. The Dean encouraged Chairs to look for ways to make this cut by providing different scenarios of where this cut could be made in each department. Dr. Seaman reminded the Chairs that they can use alternative sources of revenue that will be coming into the department to help offset a potential cut. In addition, he reminded the members that new, additional initiatives have been added within the COE that will assist in support areas to all parts of the COE, while enabling the COE to cut its budget by approximately $60,000. He encouraged Department Chairs to keep this in mind as they develop scenarios for possible cuts, while rethinking organizational efforts that may actually add to services in each department. Dean Sternberg expressed concern that some support offices will need to go through this self examination of possible budget cuts. He and Dr. Seaman asked that these plans be returned to them by September 30.
In addition, Dean Sternberg acknowledged the importance of developing a faculty recruitment plan for the 2004-05 academic year. He suggested that Department Chairs get together to develop a plan for the next year. Department chairs should prioritize positions and make a recommendation by September 30 so that we can advertise by October 15. Dean Sternberg reminded the members that he will be approaching the Provost about supplemental monies for the undergraduate programs to assist the COE in getting through the next two academic years. These funds will be used to help supplement faculty positions and the new undergraduate programs until the programs begin to produce more revenue for the COE. He was insistent in the fact that the undergraduate programs and the support of them through faculty and resources were extremely important to the welfare of the COE budget and that these would not be sacrificed in the face of this potential additional budget cut.

Dr. Dickey distributed a breakdown of courses over the next six semesters that could provide additional funding for departments. The breakdown was provided by program area and included credits, number of students enrolled in each, and tuition generated for each. Dean Sternberg reminded the members that although this handout outlined how much potential tuition could be generated that for the next two years, program and personnel costs would exceed revenue until more students were enrolled.

**Business Office Procedures – Dr. Mike Seaman**

Dr. Seaman outlined the Business Office procedures and some relevant concerns related to Business Office needs. He asked members for feedback on Budget Office requests for additional copies of forms. Mr. Mattison clarified Business Office needs for additional copies when departments and offices submit specific items. The members had some discussion on these procedures to provide clarification and suggestions for Dr. Seaman and Mr. Mattison in this matter. Dr. Seaman stated that he will contact department chairs and office directors with a policy statement after he has had time to review the matter.

**Faculty Committees/Student Affairs – Dr. Irma Van Scoy**

Dr. Van Scoy explained that there is a real need for COE faculty to take responsibility in filling COE Committee Chair positions. In the recent past, a COE administrative assistant stepped up to take responsibility for what should have been faculty members’ roles in fulfilling committee obligations. She reminded the members that, according to the COE By-laws, all faculty committees should be chaired by faculty and the work should be completed by faculty. Members held discussion on this issue to try to better define what should be done with this issue in the COE.

**III. Reminders**

Dean Sternberg distributed a schedule of the 2003-04 Administrative Council meetings. These meetings are scheduled for 9:00 a.m. on the following days: September 10, October 30, November 12, December 3, January 21, February 18, March 17, April 14, May 12, and June 9.

**IV. Announcements**

No announcements were made.

The meeting was adjourned at 11:35 a.m.