ADMINSITRATIVE COUNCIL MEETING – SEPTEMBER 4, 2002

Members present: Dr. Karen French, Dept. Chair, PE; Associate Dean Irma Van Scoy, Dean Les Sternberg, Dr. Jim Carper, COE Faculty Chair; Dr Michael Welsh, Dept. Chair, EDLP; Mr. Steve Mattison, Dir. Business Office; Dr. Michael Seaman, Dept. Chair, EDPY; Ms. Renee Connolly, Dir. Accreditation & Quality Assurance; and Dr. Bruce Field, Dir. School-Univ. Partnerships.

Dean Sternberg called the meeting to order at 9:06 a.m.

I. OLD BUSINESS

The minutes from June 19, 2002, were approved.

Dean Sternberg distributed the Administrative Council meeting dates for the 2002-03 academic year. They are, as follows: September 4, October 2, November 13, December 11, January 29, February 5, March 19, April 2, May 7, and June 4.

II. NEW BUSINESS

Technology Leadership Team Proposed Scenarios

Upon the departure of Dr. Ebert to the Graduate School, Dean Sternberg posed the question of where the leadership role for technology should lie in the COE. Members of the Technology Leadership Team (TLT), David Michaels, Susan Quinn, and Isti Sanga, met with Dean Sternberg to formulate recommendations on how to address technology needs in the COE. Dean Sternberg, with the TLT, put forward the following suggestions:

1) Make the COE Technology Committee more active to include more frequent meetings (twice/semester);
2) Add to the Technology Committee faculty from each department, staff members and possibly students where needed. This addition may assist the TLT in providing a more rounded, complete description of technology needs and issues in the COE.
3) Maintenance costs might be better administered in a more distributive way across the COE. Right now, all costs for maintenance and personnel come from the Dean’s Office’s budget. Moving the COE forward in terms of technology maintenance, planning, and personnel is a top priority of the TLT, but budget constraints will direct this suggestion.

The members discussed these suggestions and other pressing technology issues that may come up in the COE: a new undergraduate program, the use of student technology fees, use of vacated positions to fund technology needs, and the University’s VCM approach. Dean Sternberg expressed the need for a technology plan, even in light of budget constraints.

COE Strategic Plan Review

Copies of the Strategic Plan were distributed to the members. Dean Sternberg asked that all members review the plan with their faculty/areas and then begin preparations of an update on where the activities are in terms of completion. Status checks will be due later in the Fall, along with clearer directions as to how to accomplish these tasks.

Director of Office of University-School-Community Partnerships

Dean Sternberg informed the group that he had met with the Provost concerning the possible establishment of a position that would direct the University’s efforts with neighboring schools and communities. This would be a coordinator position that would include all school and community involvement within all colleges and schools at the University. Dean Sternberg has put together a draft
position description for the Provost’s Office, although the University’s action in hiring for this position is not known at the time.

**Reconceptualization of Associate Dean position**
Dean Sternberg expressed the need to reconceptualize the now-vacated Associate Dean of Administration, Research, and Technology position. He asked the members for input within the next week on how this position might be refigured, considering all the responsibilities that have fallen under this position. The Department Chairs agreed to meet to discuss the work scopes of this position in more detail so that a description can be developed by mid September.

**Dual Employment/Summer Compensation/Consulting**
Dean Sternberg distributed a handout that explains limits and terms of summer compensation and consultation. The page details definitions and expectations for dual employment, summer compensation, and consulting. Dean Sternberg instituted a COE rule that no more than 20% of an individual’s time may be spent in a consultant position. This handout will be posted to the Policies and Procedures page, “Information for Faculty” section.

**Prioritizing Programs**
Dean Sternberg reminded the group that the COE was requested to develop a system to prioritize programs. He moved to table this requirement within the COE until he receives clearer direction from the Provost’s Office. The COE, will be responsible, however, for submitting a prioritization at a later date.

**Potential Mid-Year Budget Cut**
Dean Sternberg informed the members that a memo will be coming shortly that will specify actions to deal with a potential mid-year budget cut. All units will be asked to sequester 5% of their budgets in case of a mid-year cut. In the case of a true mid-year cut the range of cut may be anywhere from 2% - 10%. The process for sequestering funds will be to use funds that will hopefully hold departments harmless. The COE has sequestered the appropriate funds already and is in a position of readiness for the call for these funds.

**500 and 600 Level Courses**
The Dean referred members to a memorandum that was previously circulated. The memorandum emphasizes the importance of specifying different course requirements for undergraduate and graduate credit in course syllabi for those courses in which students may elect undergraduate or graduate credit.

**Provost’s Teaching Development Grant**
The deadlines for this grant are Oct. 4 for the Fall and Feb. 7 for the Spring.

**Tenure and Promotion Calendar**
Three candidates (one in PE and two in ITE) will be up for tenure and promotion during academic year 2002-03.

**Graduate Assistantships**
In FY 2003 any federal grants that go to external agencies have to request tuition dollars if graduate or research assistants are funded through the grant. By FY 2004 all externally-funded grants, including those from state agencies, will be required to do this. By FY 2005, all departments will be required to pay for the tuition dollars for those GA’s or RA’s from other home departments (e.g., external to the College) whom those departments are supporting. Dean Sternberg reported that the Dean’s Council discussed this and had numerous questions and concerns with this policy especially the FY2005 plan.
Graduate Admissions; Appeals Procedures, Graduate Directors/Coordinators; Extended Graduate Campus-designation of PD numbers, program advisors; and Six credit non-degree limit

Dr. Van Scoy re-distributed the Graduate Admission Statement draft with a summary of faculty feedback regarding the Statement. She requested the members’ approval in finalizing the document as revised according to faculty input. Dr. Van Scoy highlighted the section on standardized test scores noting that verbal and quantitative GRE scores will be considered separately. She noted that the need to distribute the document as soon as possible is to provide faculty with this information prior to the October 1 admissions screening. It was agreed that she should distribute the document to faculty.

Dr. Van Scoy requested that she be copied in terms of any appeals so that she can facilitate coordination of appeals with the Graduate School.

Dr. Van Scoy requested feedback from the Department Chairs on a draft proposal related to the appointment of Graduate Directors/Coordinators. Department Chairs agreed to discuss this issue with their faculty to determine whether or not the issue of a departmental graduate director or coordinator is an issue in each department.

Dr. Van Scoy noted that to the best of her knowledge professional development courses are designated by EDUC 6XX numbers. She asked department chairs to advise her asap if they used any other course designations for PD courses. She also noted that she will be contacting chairs regarding advisors for EGC students. Finally, she asked for members’ perspective on the Graduate School’s six credit hour limit on non-degree students. It was agreed that this issue be referred to the APGC.

NCATE

Ms. Connolly reported that the early visit with the State Department and Commission on Higher Education went fairly well and the COE is on track for reports, self studies and rejoinders that are due in mid September.

Distance Education Schedule

Dr. Seaman reported that his faculty were not pleased with the schedule for distance education courses and were interested to see if this was a COE-wide sentiment. Dr. Kuhs informed the members that courses can be submitted until the beginning of the Fall semester, but that studio time is the reason that requests for distance education classes are scheduled in the way that they are.

Policy on use of ETC classroom and other classrooms

Dr. Kuhs expressed a concern from her faculty that there are fewer opportunities for in-class technology use, especially in light of the new SCANA Science Investigation Classroom. Dr. Seaman provided some insight on use of the technology classroom in the ETC. Dean Sternberg distributed a copy of the draft policy regarding the use of W030, the SCANA Classroom. He indicated that the draft could be discussed at the next AC meeting.

Other

Dr. Field reminded the group that the PDSs had gone through the self study process and have just completed the analysis of the self studies. He announced that the first academic year PDS Coordinating Council Meeting would take place on Monday, September 23. The Council would review this data and make determinations as to where the PDS Network will go from this point forward. Dr. Field requested that all department chairs request that interested faculty attend this first meeting to provide input, etc.

III. REMINDERS

No reminders were made at the meeting.
IV. ANNOUNCEMENTS

American Council on Education Workshops
Dean Sternberg reminded the group that upcoming ACE workshops would be happening around the country for department or division chairs and deans. Dean Sternberg has copies of the description of these workshops for those who might be interested.

Conference Planning
Dean Sternberg announced that the Continuing Education Department has closed and will no longer offer services as of September 30. This closing affects the COE most closely since this office assists with the planning of the PDS Conference. Through discussions with Dr. Field and Dean Sternberg, Bryan Burgin will be moving to the COE to continue the planning of the PDS Conference, in addition to providing a portion of costs from any future conference planning initiatives. He will also assist the COE in marketing efforts and possible journal interests.

The meeting was adjourned at 11:42 a.m.