Administrative Council - September 10, 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; Ms. Doris Page for Mr. Steve Mattison, Dir. of Business Office; Ms. Renee Connolly, Dir. of Accreditation & Quality Assurance

Dean Sternberg called the meeting to order at 9:05 a.m.

I. Old Business

The minutes from the August 27, 2003, meeting were approved. They will be placed on the COE webpage at www.ed.sc.edu/documents.

NCATE/State Review – Dr. Irma Van Scoy and Ms. Renee Connolly

Dr. Van Scoy thanked the Department Chairs for their work to help the COE’s efforts in collecting data and getting data gathered. She emphasized the importance of the program checklists that were recently submitted and their link to the continued development of the N-Crates and the unit-wide assessment plan. She announced that the N-Crates would be due in the COE Museum of Education on Monday, September 15. Dr. Dickey expressed concern that the level of work in assembling these crates is much more intense than what faculty may have expected and that some may not have them complete in time for the deadline. Dr. Van Scoy emphasized the importance of these crates being finished by the deadline and how crucial they are to the final steps of the accreditation process. Dr. French asked for clarification on expectations of data gathered and analysis completed in regard to accreditation and the Quality Assurance Committee.

Dr. Van Scoy emphasized that faculty have the most important role in assembling the N-Crates. They should seek assistance from department administrative assistants, but faculty need to take primary responsibility for the content of these crates.

Dr. Van Scoy reminded the members of the interviewee list that was distributed last week and how this fits into the accreditation visit. It is vitally important that these interviewees be recruited and confirmed for the defined times. She also told the group that she would be available to meet with faculty during departmental meetings and would develop a list of possible questions that the accreditation/state review teams may have for interviewees.

Lastly, she emphasized the importance of the unit-wide assessment system and its relationship to the visit. The development of the plan will be finalized over the next several weeks. She explained how this plan will fit in with what the team will be looking for and the department chairs’ roles in their familiarity with this plan. She asked that the department chairs schedule a meeting together with her and Dr. Seaman to review, in detail, this plan. This meeting will happen on September 24 at 8:30 a.m.

Other

Dean Sternberg announced that the Provost’s Office has issued the COE a line of credit to help fund the undergraduate programs. The funding will come in at the level of $155,000 for FY ’05
and $162,000 for FY ’06. The COE will be expected to pay back the University at $65,000 a year until the loans have been paid off.

Dr. Sternberg told the group that he presented an accreditation overview at the most recent Council of Deans. This overview helped them understand more clearly what would be happening in October. The Deans were very interested in the visit and this information and followed up with Dean Sternberg after that meeting.

II. New Business

**Evening School Under Value Centered Management (VCM) – Dr. Les Sternberg**

Dean Sternberg reported that for FY 04 the Evening School will be considered a service unit by the University. This will be the expected role of the Evening School over the next several years. All revenue from Evening School courses will go back to the academic unit after expenses are paid. After FY 05 the Evening School will determine for each course it offers a fee that will be reasonable in addition to an overhead charge. These fees will help cover their costs and will be charged to the academic unit from where the course originates. The choice of whether to use the Evening School or have a department offer evening courses without Evening School assistance will be left entirely up to each department.

Dr. French mentioned that the Physical Education Department uses the services of the Evening School office and helped clarify their role with academic units. The Evening School pays the instructor for the course while the academic unit is responsible for the administration of the course (scheduling, finding adequate instructor). She explained how the relationship with the Evening School works with the unit that is administering the course. Dr. Sternberg recommended that he share the latest communication about the Evening School with the PE Department in that PE appears to be the only COE department that has contracted with the Evening School.

**Family Fund - Dr. Les Sternberg**

Dean Sternberg reported that last year 54% of the COE’s faculty/staff contributed to the Family Fund. He emphasized the importance of these giving efforts to external funding requests of the COE. He reported each departments’ percentage of faculty/staff giving last year. Dr. Seaman suggested that the COE become involved in an internal campaign so that faculty/staff understand the importance of these giving efforts. The members held discussion on this idea and how it might be best administered within the COE. Dr. Seaman suggested that all the COE fund areas be listed on the COE webpage so faculty/staff will know exactly what fund areas benefit the COE. It was decided that this information will be available and faculty/staff will be made aware of the information within the following week, or as soon as the Family Fund information is available in the mail. This will allow faculty and staff, if they wish, to designate their Family Fund contributions to specific fund areas.

**Department Chairs’ Recommendations Regarding Faculty Positions – Dr. Jim Carper**

Dr. Carper distributed copies of the department chairs’ recommendations for faculty positions. The number and areas of positions are as follows: 1 tenure track and 1 clinical faculty in ITE for Language and Literacy; 2 tenure track positions in EDPY for Special and Counselor Education (1 in each area); and 3 tenure track positions in EDLP for Educational Administration. Their consensus was that all positions are crucial to the continuing quality of each program in which they are housed. They did not prioritize the positions and instead recommended that all positions be recommended to begin searches. Dean Sternberg emphasized the importance that these searches begin immediately and that department chairs think through budgets carefully as another
mid-year budget cut will be a probable reality for the COE. He recommended that department chairs requesting positions meet with Dr. Seaman to discuss funding strategies for these positions. In order to provide the most helpful information and make careful decisions on this matter, Dr. Seaman emphasized the importance that his office receive plans from department chairs on how they would absorb a 5% mid-year budget cut.

**Parking Update – Dr. Mike Seaman**
Dr. Seaman updated the members on the lot behind Wardlaw and the number of reserved spots. He reported that he received inaccurate information from the Director of Parking Services. He asked for clarification of this information, but so far he has had no reply. He reported that there are mechanisms and committees within the University to which the COE is welcome to present its issues. No suggestions were offered for a College-level request to the parking committee, so this will be left to individuals or departments who wish to offer input.

**Other**
Dr. Seaman announced that his strategic plan for improving COE administrative functions is still in place but that some offices have not adhered to the timeline for implementation. As a result, he has initiated a new system to hold offices accountable. He asked that the members, and their corresponding faculty and staff, alert him when their service requests are not handled in a timely manner so that these problems can be remedied as soon as possible.

**III. Reminders**

No reminders were made at the meeting.

**IV. Announcements**

Dean Sternberg announced that Dr. Carper will remain as Department Chair of EDPY through FY ’05. This comes with unanimous faculty and administrative approval.

The meeting was adjourned at 10:32 a.m.