ADMINISTRATIVE COUNCIL MEETING – NOVEMBER 13, 2002

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 9:05 a.m.

I. Old Business

The minutes from October 2, 2002, were accepted, as amended.

II. New Business

Marketing Proposal – Dean Sternberg announced that Bryan Burgin has submitted a proposal to market the summer course schedule via a poster campaign. Although the costs for this proposal may be higher than last year’s brochure it has the possibility to reach more people throughout the school districts in the State. This will go to over 1,000 schools in the neighboring area. Dean Sternberg asked that summer course schedules and other ideas for workshops should be turned in to Dr. Van Scoy by January 15, 2003, in order to be placed on the marketing poster. Dr. Carper recommended that the brochures be sent to all private K-12 schools as well as to the state association responsible for coordinating home school efforts. Dean Sternberg indicated that he would ensure that such would be done.

COE Statistics – Dean Sternberg reported that he met with Bobby Gist, Dir. of Affirmative Action who cited the COE as an “exemplar” in terms of affirmative action across the University. He reported that although this classification is a positive one, the COE will continue to heavily recruit minority candidates for new positions.

Graduate and Undergraduate Courses – Dean Sternberg reminded the members that SACS requirements do not allow graduate and undergraduate courses meeting together (i.e., shared class meetings for a 400 and 700 level course).

Summer School – Dean Sternberg reported that summer school during 2002 saw increased net revenue of approximately $78,000. He thanked all Department Chairs for controlling costs and being concerned with revenue generation that produced these results. He emphasized that Summer 2003 will also have to focus on decreasing costs while increasing revenue, with the possibly of two budget cuts ahead. The Dean stressed that he will be more stringent on low enrollment summer courses in 2003, and warned the Chairs to take precautions to look carefully at course scheduling/changes, etc.

Nominations for Awards/Distinguished Faculty – The Dean encouraged the members to think about faculty who may be recommended for the following awards: Educational Foundation Service Award (nominations due March 3), Educational Foundation Research Award (nominations due March 3), Michael J. Mungo Graduate Teaching Award (nominations due January 31), and the Carolina Distinguished Professor (nominations due January 13) Dr. Seaman agreed to bring this information for presentation to the COE Faculty Affairs Committee so they might consider coordinating the nomination procedure for these awards. Nomination of a graduate student for the Outstanding Dissertation Award
(nominations due February 28) was also discussed. Dr. Van Scoy agreed to bring this information to the Student Affairs Committee for action.

**Faculty Hires** – Dr. Kuhs reported on behalf of the Department Chairs that a letter had been forwarded to the Dean requesting the 2003 academic year new faculty positions. The new positions they deemed necessary include: 2 in Special Education, 1 in Counselor Ed., 1 in Early Childhood, 1 in Elementary (literacy field), 1 or 2 in Educational Administration (depending on rank that is hired), and 1 in Secondary Social Studies. She reported that funding for these positions is based upon dollars that could be available due to retirements, reassignments and resignations. The Dean reacted to the Department Chairs’ recommendations and requested specific information. He will be discussing the overall recruitment plan with Provost Odom on Friday, November 15. Dr. Seaman will be in charge of coordinating college faculty recruitment.

**NCATE and Quality Assurance** – Dr. Van Scoy reported that she had just completed an NCATE visit at a large research university and has seen that what we are doing in the COE is “on track.” She emphasized the importance of faculty submitting their Fall 2002 syllabi in the accreditation format. This format was formally introduced at the May 2, 2002, PEU-wide meeting and allows for a more concise review of course content and performance-based evidence. Ms. Connolly has only received a minimal number of syllabi from each department, but she promised to let Department Chairs know which ones she has received so they might follow up with their faculty. The required program courses that will be taught in Spring and Summer 2003 will be due to Ms. Connolly at the beginning of Spring Semester in January 2003. All syllabi should be submitted in a Word document to Ms. Connolly. Ms. Connolly reported that several faculty have been alerting her as to where they are in the formation of their program assessment plans. These plans were due in complete form on October 31.

**Graduate Director/Coordinator Proposal** – Dr. Van Scoy announced that this will be deferred to the next Administrative Council meeting on December 11. She will, however, accept any comments/feedback before then.

**Admission Procedures** – Dr. Van Scoy reminded the members that this time of the year is very busy regarding admissions decisions and it is crucial that our admissions processes and procedures be consistent. She asked that department chairs be mindful of policies, reasoning, and justification related to admissions decisions, especially for those students who present issues regarding admissions (e.g., low test scores) or who are denied admittance to a program. Mr. Mattison emphasized that the College’s admissions policies and procedures were ones that were audited and cited multiple times by the last internal audit.

**USC Showcase** – Dr. Van Scoy reminded the members that the COE has to submit paperwork to participate in Showcase for the April 2003 event. She asked member to let her know what each area will need for its participation.

**III. Reminders**

The next Administrative Council meeting will be held Wednesday, December 11, 2003.

**IV. Announcements**
Dean Sternberg encouraged members and their faculty to attend the luncheon meeting on November 22, 2002 with the College of Engineering and Information Technology. The luncheon will be held at 12:00 p.m. in Amoco Hall of the Swearingen Engineering Center.

The meeting was adjourned at 10:30 a.m.