ADMINISTRATIVE COUNCIL – NOVEMBER 10, 2004

Members Present:
Dr. Les Sternberg, Dean     Dr. Michael Seaman, Associate Dean
Dr. Mike Welsh, Department Chair, EDLP     Dr. Irma Van Scoy, Associate Dean
Dr. Murray Mitchell, Department Chair, PE     Dr. Ed Dickey, Department Chair, ITE
Dr. Bruce Field, Dir. School-University Partnerships     Mr. Steve Mattison, Dir. Business Office
Dr. Jim Carper, Department Chair, EDPY     Dr. Kevin Swick, Faculty Chair
Ms. Renee Connolly, Dir. Accreditation & Quality Assurance

Dean Sternberg called the meeting to order at 9:02 a.m.

I. Old Business

A. Minutes
The minutes from October 6, 2004, were approved, as corrected. They may be viewed at http://www.ed.sc.edu/Documents.asp

B. Faculty Recruitment Update - Mike Seaman
There are applicants for all open COE positions. Dr. Seaman is maintaining the master copies of applicant information, but this is available when COE personnel would like to review them. In addition, the confidentiality of the information should be maintained when it leaves the Dean’s Office. Any files that are received by November 19 (or at least with a postmark as such) will be included in the pool of applicants. For the 14 non-core positions, Dr. Seaman reported that the Moore Chair has received funding. Dean Sternberg clarified how some of the other 14 positions will be funded by assistance from central University administration. He also reported that some of these positions will be filled through “cluster” hires. The Office of Affirmative Action has reported to the COE that our positions are under-utilized in terms of minority hires.

C. Scheduling and Renovating Wardlaw Classrooms (Rooms 101, 109, 114, 122, and 126)
Ed Dickey
Dr. Dickey reported that the cost to renovate each room will be approximately $4,000-$5,000, depending on how extensive the renovation will be. He would like to get an idea of how many faculty would agree with renovating these rooms in Wardlaw. Dean Sternberg asked Dr. Dickey if faculty outside of Wardlaw would be interested in being a part of this conversation. While acknowledging this idea, Dr. Dickey expressed concern on being able to reach all the “outside” faculty who use classrooms in Wardlaw. The issue was dropped.
Dr. Seaman added to the discussion from the perspective of his office as related to the facilities in this building. He reminded the members that the COE does not pay or reserve the classrooms in question and that the mechanisms in place may affect the COE assuming large costs for this renovation. If there is an agreement from the University facilities planning that the COE primarily uses these rooms, then more costs could come from us. Dr. Dickey reported that he had informally spoken to someone in facilities planning about how to place a primary reserve on these rooms for the COE and its courses/activities. Dr. Seaman asked to remain in the discussion with facilities planning. Drs. Welsch and Carper reported their faculty preferences in renovating these rooms.

D. Other
There was no other new business.

II. New Business

A. Hot Water - Mike Seaman
Dr. Seaman reported that the University cut off the hot water in the buildings to save money. As a result of campus-wide Wellness Works initiatives, he asked the question as to whether or not this should be addressed by his office. Members made some suggestions and entertained discussion on the priority of this issue as related to other issues in the COE. Dr. Welsh suggested that while this issue will probably not be tackled by the University, there are some initiatives that the COE could consider taking on and paying for that would help this issue. He agreed to ask faculty for their opinion on this issue so that he could proceed in the most appropriate manner.

B. Direct Deposit - Steve Mattison
Mr. Mattison gave the members a copy of a memorandum from Payroll concerning direct deposit. The memo explained that if there is a 100% participation in direct deposit then hard copies of checks will not be picked up. As of now, the University requires new employees to participate in direct deposit but not existing employees. He also reported that other schools/colleges on campus do require participation in direct deposit. Dean Sternberg and Dr. Seaman agreed to help address this issue with individuals who currently do not participate to explore if direct deposit options are appropriate for them.

C. Foundation Account Transfers - Steve Mattison
Mr. Mattison reported on the foundations process as it exists currently. He emphasized the importance of alerting the COE Business Office when departments/programs incur charges that are charged to foundation accounts. When this is done, the Business Office can more appropriately charge the correct account number and reimburse the individual. In addition, line items on budgets can appear more accurately. In addition, Mr. Mattison explained what types of charges are allowable for foundations accounts and some basic accounting functions that the University has set up to inform faculty about charges.

D. Council of Academic Deans Report - Les Sternberg
Dean Sternberg reported on the most recent Academic Deans meeting. He reviewed the following agenda items:
- The University will be initiating a capital funds campaign. He asked the members for their assistance in identifying potential donors and acknowledged how hard this task may be in this State. As a way to identify these persons, he announced that he will be starting a Women’s Leadership Council in the COE. This Council will include women who have the capacity to make a donation to the COE and are influential in their areas in South Carolina. In addition, he will be developing a COE Advisory Committee made up of alumni and others. Lastly, he will be developing a COE Alumni Board, whose tasks will not be driven as much by fundraising efforts, but will act as an outside support role to the COE.
- Provost Mark Becker reviewed some University national recognition initiatives that will be important to the COE. Dean Sternberg emphasized to the other Deans and the Provost that with the reauthorization of the Higher Education Act certain initiatives in accountability and assessment will become important. He noted that none of the University initiatives include any of these Federal changes.
- Provost Mark Becker reported that he has received numerous dual-compensation requests that he has refused to sign. Dr. Becker told the group that these requests often represented tasks that faculty should be performing as a normal responsibility in their faculty roles. As a result, the Deans entertained discussion on faculty loads and expectations. Dean Sternberg made a recommendation to the Provost of a nationally-known speaker that could address this issue of faculty roles and workloads.

E. Other
Dean Sternberg announced that faculty in the Educational Administration faculty are developing a completely online, blended learning program. Their plans include an expansion of this program that will reach beyond the state’s borders. This is a different program than the distance education program that is already in place.
Dean Sternberg informed the group that he and Dr. Dickey have been working on a program titled, Beginning Teachers Scholars Program. This will use some of our certified teachers in schools, working with stipends from the District for two years. These two years will represent a formal induction period for the teachers that includes mentoring from a school and University professional, but also lend to the retention of teachers in Districts that often find this issue challenging in their schools. The target students are undergraduates who have recently graduated in teacher preparation, who are currently pursuing an M.Ed. The incentive for becoming involved with this program is the students’ connection to the value of the mentoring while working for the first years as a full-time teacher. They are still working through operational details of this program, but he reminded the group that this idea fits nicely with what Dr. Field is currently working on in his office with the PDS Network and what other universities have already tried. Dr. Carper also added that this is a natural connection to one of the Core Values and Dispositions of the COE – social justice.

III. Reminders

IV. Announcements
Dr. Seaman announced that a faculty salary review process will be placed on the agenda for the December 8, 2004, Administrative Council meeting.

Dr. Seaman informed the group that there are procedures in place and will be put online for the Business Office, the Office of Instructional Support, and the Office of Information Technology.

Dr. Seaman informed the group that Dr. Pastides will be providing partial funding for one year for a Grants Coordinator position.

Dr. Seaman asked that the Department Chairs ask their faculty to continue to participate in the monthly quality assurance surveys for the COE support offices.

Dr. Seaman reminded the members that Dr. Chaddock will be stepping down from the Director’s position for the Museum of Education in December 2004. Due to this, some reconceptualized visions have been proposed and a new Director will be named.

Dr. Dickey announced that the Language and Literacy faculty will be preparing a proposal for submission to the SC Commission on Higher Education for a Center of Excellence that will focus on Middle and Secondary literacy efforts.

Dr. Carper announced that some error in central University administration has caused the EDPY’s name change to have taken effect. He reported that it was not the Department’s intention to circumvent the COE faculty approval, but that this error is a result of central administration. The name change to the Department of Educational Studies should have taken effect on July 1, 2005.

The COE Holiday Reception will be held Thursday, December 9, 2004, from 5:00-7:00 p.m. During this event, the COE will be collecting canned goods for the Harvest Hope Food Bank.

The next Administrative Council Meeting will be held on December 8, 2004, at 9:00 a.m. in the Dean’s Conference Room

The meeting was adjourned at 10:19 a.m.