ADMINISTRATIVE COUNCIL MEETING – APRIL 13, 2005

Members Present:
Les Sternberg, Dean                     Jim Mensch, substitute for Murray Mitchell, Chair, P.E.
Michael Seaman, Associate Dean          Jim Carper, Chair, EDST
Irma Van Scoy, Associate Dean           Steve Mattison, Dir., Business Office
Ed Dickey, Chair, ITE                   Renee Connolly, Dir., Accreditation & Quality Assurance
Mike Welsh, Chair, ITE

Dean Sternberg called the meeting to order at 9:04 a.m.

I. Old Business

A. Review and Acceptance of Minutes of January 19, 2005
The minutes from the January 19, 2005, Administrative Council meeting were approved, as amended. They can be viewed at http://www.ed.sc.edu/Documents.asp.

B. Other
There was no other old business discussed during the meeting.

II. New Business

A. Research Supplement Policy – Mike Seaman and Les Sternberg
Dean Sternberg reminded the members that a plan exists for a research supplement, although in his opinion, it is not comprehensive enough to provide helpful detail. It is important to review and update this plan, as the Provost has asked each academic unit for its plan. The Dean briefly highlighted the plan and its basic components. He expressed the desire to create a policy that provides a quicker incentive for junior faculty to become involved with grants procurement. The handout that he provided the members outlined the salary level, percentage of salary relief brought in as a result of the grant, and possible course release and salary boost options. He asked the members for initial reaction and discussion on this revision of the plan, as this was a first draft of the revised plan. Dr. Dickey acknowledged the need for this plan and asked for clarification on what the incentive will be for faculty in relation to their work for the COE. Dean Sternberg explained that for the first time, a cash incentive would be provided for faculty who have secured a specific grant amount and are at a particular salary range. While he acknowledged the helpfulness of this discussion, Dr. Seaman emphasized the need for a separate conversation on time and effort energies as related to work, salary relief, and course release.
Dr. Carper added that there are faculty in the COE who are prolific grant writers. During discussions with these faculty, he has identified several faculty who would like to be part of the discussions that set plans and develop procedures. He has tentatively named this group a Grant Advisory Council. Dr. Seaman acknowledged that this topic falls under his purview in the COE and that he will gather a group together that includes faculty to discuss this issue.

B. Fundraising Initiatives – Les Sternberg
Dean Sternberg distributed a handout and informed the group that the University will be entering into a new capital campaign. He will be required to submit an update from his office on what the major fundraising initiatives are within the COE. There are basically three themes that the initiatives should be focused around – 1) discover: promoting research preeminence; 2) learning:
enhancing student experiences through teaching, and 3) engagement: strengthening public service.

He asked the members for input on these areas, who the primary faculty contact is, and what the specifics of the project are by May 1, 2005. These initiatives will have to be appealing to the major development officers in the University, as well as the public. He hoped to be able to provide more detail to the members on what he needs.

C. Accreditation/Program Assessment Timelines – Irma Van Scoy
Dr. Van Scoy distributed a handout that provided a tentative timeline for the next steps in terms of accreditation and state review preparation. She and Ms. Connolly will be making a presentation to the faculty at the April 29 COE Faculty meeting and provided an overview to the members about what big initiatives are coming up. In addition, she provided some questions that programs can be asking about their assessments and their data in order to stay current for their initiatives and upcoming accreditation/state review visits. Dean Sternberg suggested that a group be convened that is representative of the initial-level NCATE-related programs that would help develop exemplars of assessments that measure the impact on student learning and dispositions with the conceptual framework.

D. Violators of Academic Responsibility – Irma Van Scoy
Dr. Van Scoy distributed a handout for each department that contained information on candidates in their department who had been sent letters pertaining to a violation of academic responsibility. She provided information on academic responsibility taken from the University Policy. She wanted to make sure that department chairs were made aware of sanctions, as imposed by the University and what their responsibility is. She asked if there should be a more systematic way to inform faculty of these procedures and sanctions, either at the college or departmental level. A suggestion was made that this information should be presented at the department level.

E. Faculty Recruitment Update – Mike Seaman
Dr. Seaman reported that the COE is almost finished with the current faculty searches. Of the original fourteen “core” positions, there is only one search still outstanding. Searches are continuing for senior faculty members being recruited under the faculty excellence initiative.

F. Space Plan – Mike Seaman
Dr. Seaman expressed an interest in trying to place new faculty in the space that we have in Wardlaw. Dr. Seaman distributed a draft of a space proposal and asked for discussion on this initial draft. Members had discussion on the possible space proposals. Dr. Seaman asked for specific office recommendations (attaching names to offices) from department chairs by May 15, 2005.

G. Faculty Salary Review – Mike Seaman
Dr. Seaman asked for any outstanding faculty salary reviews from departments. He informed the group that before the end of April, he will be meeting with each chair about who in each department may be identified for a salary increase. After those conversations, he will begin working on specific amounts for these personnel. Dean Sternberg informed the group that legislators are discussing a possible 4% increase for faculty, although details are still forthcoming. Therefore, when discussing salary increases for faculty, we need to keep this possible increase in mind.

H. Budget Process – Mike Seaman
Dr. Seaman distributed a handout highlighting the deadline and activities for FY 2006 and talked through each activity listed on the handout and discussed the responsibilities chairs and directors will have for preparing their FY 2006 budgets. Allocations for FY 2006 will be determined based on the number of full-time faculty members in each area, with $5,000 per faculty member allocated for operating expenses and an additional $1,250 per faculty member to cover graduate assistant tuition supplements. He asked that directors and chairs take the allocation and assign certain dollars within each specific budget category and that chairs prepare their instructional supplement requests. Mr. Mattison asked that directors and chairs keep in mind the fringe costs that are related to personnel costs. By May 15, 2005, Dr. Seaman’s office will have the first draft of the budgets available. Dr. Seaman stated that he will be sending an email to Directors of other offices in the COE to inform them of the upcoming budget process and deadlines.

I. Renewing USC’s Relationship with P-12 Schools – Les Sternberg
Dean Sternberg informed the group that he met with seven superintendents to reconceptualize the partnership system that we have with their schools. Drs. Field, Van Scoy, and Dickey also participated in this meeting. Drs. Van Scoy and Field have had additional meetings with other school personnel to further these discussions. One reason this is being pursued is to strengthen the financial buy-in from the school districts. Until this point, no schools have contributed financially. Another reason this is being pursued is so that this becomes an intrinsic part of the relationship of the COE and the schools. This is being termed a “second iteration” of PDS relationships. Dr. Van Scoy announced that there is a formal application for schools to become a “PDS II.” The existing 17 PDSs will continue to be a site, but those who apply will become members under these new set of criteria.

J. Offices for New Faculty – Ed Dickey
Discussion on this was completed during the discussion of space issues in Wardlaw Hall.

K. Legislative Day – Jim Carper
Dr. Carper asked the members to consider becoming involved with a legislative day, as many other institutions do. He suggested that this would be a nice connection to the legislators. Representatives from the COE would attend to have conversations with legislators, not as a lobbying effort, but as a goodwill effort to inform legislators of what our current initiatives and programs are involved with.

L. Grant Advisory Council – Jim Carper
Dr. Carper mentioned the existence of this group during the discussion on a COE research supplement plan. He has spoken to several faculty who are interested in being a continuous part of the discussion on grant procurement and rewards within the COE. As noted above, Dr. Seaman offered to convene a group of faculty together to take part in this discussion.

M. Council of Academic Deans Report - Les Sternberg
Dean Sternberg reminded the group about the space requests. There is a new Director of Teaching and Learning. He reminded the members that they have received information on the increase in insurance for graduate assistants.

N. Other
No other new business was discussed.

III. Reminders
• COE Awards Day Ceremony – April 14 at 10:00 a.m. – Campus Room of Capstone Hall

IV. Announcements

• Gamecock Research Administrators Network and Training Program (GRANT) Dean Sternberg distributed a handout that explained this new certificate program.

• Please ask faculty and staff to inform the Office of Student Affairs about upcoming meetings involving students and/or other visitors to the COE, and changes of class meeting rooms, dates, times, etc.

• Dr. Van Scoy will be sending the members an update on information from other institutions on what they pay graduate assistants for stipends and insurance.

• The next Administrative Council Meeting will be on Wednesday, May 11, 2005, in the Dean’s Conference Room.

The meeting was adjourned at 11:43 a.m.