ADMINISTRATIVE COUNCIL MEETING - May 11, 2005

Members Present:
Les Sternberg, Dean, COE  John Lowery, Substitute for Michael Welsh Chair, EDLP
Michael Seaman, Associate Dean, COE  Murray Mitchell, Chair, PE
Irma Van Scoy, Associate Dean, COE  Bruce Field, Dir. School-Univ Partnerships/Clin Exp.
Ed Dickey, Chair, ITE  Renee Connolly, Dir. Accred. & Qual Assurance
James Carper, Chair, EDST

The meeting was called to order at 9:05 a.m.

I. Old Business

A. Review and Acceptance of Minutes of April 13, 2005
The minutes from the Administrative Council meeting on April 13, 2005, were reviewed and accepted, as amended. They may be viewed on the COE webpage on the documents page.

B. Faculty Salary Review - Mike Seaman
Dr. Seaman is still preparing the model for faculty salary and is waiting on outstanding data. He will be finishing this by the end of May. Salary adjustments will be made effective with Fall contracts. Dr. Seaman explained how the possible state salary increase will figure into these faculty salary reviews.

C. College Space - Mike Seaman
Dr. Seaman asked for an update from EDLP on pending space concerns. Dr. Lowery and Dr. Dickey discussed what issues have been brought up concerning faculty who will be affected by internal office moves. Dr. Seaman reminded departments what information he still needs and acknowledged those who have submitted the information already.

II. New Business

A. Revised Research Supplement Policy - Mike Seaman
Dr. Seaman reminded the members of an announcement that Dean Sternberg made that would outline more systematically a way to reward research supplements. Dr. Seaman distributed a draft handout that explained a potential COE research supplement policy. The handout and the discussion included salary savings from grants and contracts, revenue generation from grants and contracts, the use of research supplements for retention and recruitment, and logistical considerations. Dr. Seaman reminded the members that this draft policy had been developed with the assistance of faculty in the COE who are typically very involved with major grant efforts. Members had extensive discussion on some of the scenarios that may surface in the COE in relation to this potential research supplement policy. Dean Sternberg announced, with the approval of the members, that he would like to send the proposal to the Provost’s Office and then have this posted to the COE web.

Dr. Van Scoy emphasized the importance of faculty rewards in relation to the other service work that they are responsible for in their programs. Dean Sternberg reminded the members that the COE is ahead of the curve in terms of pay-for-performance rewards for faculty and other requisite salary adjustments.

B. Relocation Services (Paradigm) - Les Sternberg
Dean Sternberg informed the members that the University has contracted with Paradigm Locators. This company assists personnel who have been hired by the University regarding relocation services of all types. This service will be of no cost to new faculty or personnel who use their services.

C. Council of Academic Deans Report - Les Sternberg
Dean Sternberg announced that the projected enrollment for freshmen students within the COE will likely be quite significant. Undergraduate applications for Fall 2005 are above where they were for Fall 2004, which may dictate a discussion in the future about capping enrollments in some of our teacher education programs. These discussions may lead to other ways to help remedy the situation of ballooning undergraduate classes. He also reported that a new phenomenon called “admissions meltdown” is going on and involves the number of applicants who actually decide to attend the University. Chairs and School Directors will receive an invitation to meet with the Provost on May 23, 2005. There were 88 decisions made on university promotion and tenure during this year. Two academic units on campus were found in violation of privacy rights by posting partial or whole social security numbers on the website. Dean Sternberg reminded chairs that faculty must be cautioned against using any aspect of social security numbers to identify students.

D. Orientation of New Faculty - Irma Van Scoy
Dr. Van Scoy raised the issue of an orientation session for new faculty and asked the members what their thoughts are on this idea. Dr. Seaman informed the group that an informal survey he sent out showed that the faculty who had been through the COE’s last round of faculty orientation had mixed reactions to the usefulness of a session like this. Dr. Dickey recommended that other departments may have orientation manuals that may be useful for the COE’s new faculty. Members had discussion on ways that the COE might help facilitate new faculty’s transition to their positions within the COE.

E. Other
Dr. Dickey asked for an update on when indirect revenue would show up in budgets. Dr. Seaman said he would take responsibility for finding the answer to this issue.

Dr. Lowery asked about the status of the renovation progress for several classrooms in Wardlaw. Dr. Dickey informed the members that these rooms will be updated and renovated by Fall 2005.

Dr. Seaman reminded the Department Chairs that any discrepancies with instructional support monies in their budgets was his fault. He has updated Steve Mattison with the appropriate amounts now and the budgets should be correct.

III. Reminders
The next Administrative Council Meeting will be June 8, 2005, at 9:00 a.m. in the Dean’s Conference Room

The COE Fall Faculty Meeting will be held August 17, 2005 at 1:30 in Wardlaw 126

IV. Announcements
There were no new announcements

The meeting was adjourned at 10:45 a.m.