

ADMINISTRATIVE COUNCIL MEETING – JANUARY 17, 2007

Members present:

Les Sternberg, Dean, COE

Irma Van Scoy, Associate Dean, COE

Mike Seaman, Associate Dean, COE

Murray Mitchell, Chair, PE

Alan Wieder, Chair, EDST

Ed Dickey, Chair, ITE

Ken Stevenson, Chair, EDLP

Bryan Burgin, Dir. of Conferences

Emmie May, Dir. Office of Student Affairs

The meeting was called to order at 9:08 a.m.

I. Old Business

A. Review and Acceptance of Minutes of December 6, 2006

The minutes were approved and accepted as submitted. They will be posted at <http://www.ed.sc.edu/Documents.asp>.

B. Other

No other old business was reported.

II. New Business

A. International Education

Dr. Chris Ebert, The Graduate School Dean, distributed a handout/questionnaire to all department chairs to assess any interest in College of Education faculty to revive an international education program with which the College had been involved, off and on, for the past 35 years. Dean Ebert explained the types of schools at which our programs were held in the past, as well as the types of programs, and she stressed the benefits to the students served as well as to the faculty who participate. She and the Administrative Council discussed the pros and cons, logistics, and possible formats of international programs which may be offered by the College. Since members of the Administrative Council expressed interest, it was determined that: (1) department chairs would individually discuss their ideas of partnering with Dean Ebert; (2) Dean Ebert will send department chairs an e-version of the handout; and (3) chairs will forward the handout to their faculty. All faculty interested in such an endeavor will respond directly to Dean Ebert. She will also contact Gordon Smith, Director of the Walker Institute, to determine which COE faculty members have expressed an interest in that program.

B. Associate Professor Support

Dr. Seaman distributed a memorandum submitted by Mary Anne Fitzpatrick, Dean of the College of Arts and Sciences, to Arts and Sciences faculty regarding an Associate Professor Professional Development Award. He asked if department chairs were interested in a similar process and award in the College of Education. Discussion ensued about the parameters of such an award and whether or not it could be a part of the management tool used by department chairs to use in very specific situations. Dean Sternberg will talk with Dean Fitzpatrick about the intent of this award for Arts and Sciences faculty.

C. Steps to Increase National Stature

Dean Sternberg distributed a handout submitted to him from the committee assigned to select two or three College of Education programs for national stature. Dean Sternberg and Council members agreed that the handout may be useful once the program(s) have been identified. As this is one of the college's Strategic Plan goals to be accomplished this academic year, Dean Sternberg asked for advice on how to proceed. Discussion ensued. It was decided that the Dean should seek input from program faculty college-wide through their assigned program coordinators. To accomplish this, each department chair will send Dean Sternberg a list of individuals to be contacted for each program in his department. The Dean will then electronically submit to these individuals a description of a process and list of essential criteria for selecting a program(s) to be targeted for national recognition. The communication will highlight the need to have faculty engage in a comprehensive gap analysis process in order for a program to be considered

D. Grants and Contracts Reports

Dr. Seaman disseminated a handout showing a graph of College of Education Grants and Contracts funding since 2001 and also distributed reports to each department chair who has faculty involved in grant funding and who received salary relief for their involvement. Dr. Seaman went over the handouts and reminded everyone of the grants and contracts funding goal of \$10 million by 2010. Dr. Seaman then entertained questions and discussion and advised that he would send an email to department chairs to supplement these handouts. Dr. Seaman then apprised the Council of the \$365,000 salary savings provided to the College for FY 06 by our grants and contracts successes.

E. CaseNEX

Dr. Van Scoy reviewed a handout previously sent to all department chairs about the company, CaseNEX, a for-profit company that provides support for online course development. CaseNEX is seeking to partner with institutions of higher education across the Nation and currently offers courses in several of the areas in which the College of Education offers courses. CaseNEX was developed by University of Virginia faculty and Dean Sternberg, as well as members of the Administrative Council, received positive information about the company.

The Council discussed the pros and cons. It was decided that Dr. Van Scoy will ask a CaseNEX representative to provide a demonstration for the Council and other key faculty, followed by a meeting with CaseNEX and the Administrative Council to discuss financials.

F. Centralized Space Planning

Ms. Pat Price conducted a space inventory at Dr. Seaman's request recently. Dr. Seaman reiterated the need for department chairs and program directors to advise him any time an office is assigned to a staff or faculty member. Dr. Seaman is hopeful that all new faculty will be housed within the current confines of the College of Education and that we will not have to lease space in a new building. Dr. Dickey expressed some concerns for his faculty. Dr. Seaman assured all department chairs they will be notified before any changes are made.

G. Faculty Recruitment Update

Dr. Seaman gave a status report by department, of faculty being recruited and those invited for interviews.

H. Carolina Alumni Association Nominations for Awards

Dean Sternberg distributed a handout he received from the Carolina Alumni Association inviting him to submit nominations for various Alumni Association awards. Dean Sternberg asked Council members to please submit nominations of College of Education alumni for these awards as we have some stellar candidates.

I. Blueprint Timeline

Dr. Seaman provided a current handout of the COE Strategic Plan 2006-2007 Goals. He stated the first draft of the blueprint is due to the Provost Wednesday, February 28th, and he recommended a plan of action in order to have it submitted on time. First, all areas must identify any modifications to its goals or tasks by Wednesday, January 31st. Dr. Seaman should be emailed any changes/modifications to goals or action items. Secondly, by Monday, February 5th, Dr. Seaman will send to all department chairs and directors, a draft of the entire revised blueprint for this year. Administrative Council will review the blueprint at the February 14th meeting. Dr. Seaman will make any final adjustments, then forward it to the Provost by the February 28th deadline. Dr. Seaman pointed out that there are still two people who have not yet filed a report and there are others he's concerned will not make their listed deadline(s). Finally, Dr. Seaman spoke of the need for a College of Education Blueprint webpage which would keep everyone updated on the progress. In a related item, Dr. Seaman again expressed his belief that the College needs a webmaster.

J. Other

Dean Sternberg submitted a handout showing the data he collected from the 32 responses he received regarding collaboration and partnerships for Strategic Plan goal 8g. He wants to track this over time – the type of collaboration, the primary purpose of collaboration, and the type/duration of involvement. Dr. Stephenson stated this is really important for his department. Dr. Van Scoy stated it would also be helpful to have a list of actual descriptions of the collaborations/partnerships as well.

III. Reminders

Dr. Seaman reminded department chairs to submit publication information to his office at the conclusion of the APR process. He also reminded everyone that the next Research Lecture will be Tuesday, January 23rd at 3:20 in Wardlaw 126. Dr. Seaman will email a college-wide reminder.

IV. Announcements

Dr. Wieder announced to the Council that a team from CACREP, the accrediting body for our Counselor Education programs, will be here Monday through Wednesday, January 22nd through 24th. Dr. Wieder has contacted faculty in other departments who teach service courses and those who teach counselor education courses, regarding their meeting with the team. Dr. Wieder stated the research presentation for our first counselor education new faculty candidate was yesterday and was well attended by all departments. Dr. Stevenson announced the orientation for the CD-12 administration doctoral program to be delivered in Charleston at the Low Country Center will be held tomorrow and their goal is to begin the program this summer (2007).

**Next meeting of the Dean's Administrative and Executive Council - February 14, 2007
at 9:00 a.m.**