

## **ADMINISTRATIVE COUNCIL MEETING – December 6, 2006**

### Members present:

Les Sternberg, Dean, COE  
Irma Van Scoy, Associate Dean, COE  
Mike Seaman, Associate Dean, COE  
Murray Mitchell, Chair, PE  
Louise Jennings for Alan Wieder, Chair, EDST  
Ed Dickey, Chair, ITE  
Ken Stevenson, Chair, EDLP  
Diane DeFord, Chair, COE Faculty

Bryan Burgin, Dir. of Conferences  
Emmie May, Dir. Office of Student Affairs  
Susan Quinn, Dir. Office of Instructional Support

The meeting was called to order at 9:07 a.m.

### **I. Old Business**

#### **A. Review and Acceptance of Minutes of November 8, 2006**

The minutes were approved 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. Rescheduling of March and April AC Meetings**

Dean Sternberg stated the need to change the Administrative Council March and April meetings. It was decided that the new date for the March meeting will be Monday, March 5<sup>th</sup> and the new date for the April meeting will be Monday, April 2<sup>nd</sup>.

#### **B. Slogan**

With the help of Bryan Burgin and suggestions from members of Administrative Council, Dean Sternberg proposed the following College of Education motto/slogan: 'Challenging the Status Quo – Exceeding Expectations.' Dean Sternberg stated a motto/slogan helps him communicate to our constituents outside of the College of Education what our college represents in a concise, effective manner. There was some discussion resulting in the Administrative Council's approval.

#### **C. Fax Cover Sheet Promotions**

Mr. Bryan Burgin distributed a fax cover sheet currently used by his office, which includes necessary information (to, from, date, etc.) as well as promotional data deemed important to that office. Mr. Burgin volunteered to have his office create a fax cover sheet template for individual departments, programs, and offices in the College of Education using this format. He will send all department chairs and office directors instructions.

#### **D. PEPC Meeting Report**

Dr. Van Scoy gave a brief summary of the Professional Education Programs Committee (PEPC) meeting held Friday, December 1<sup>st</sup>, and thanked all chairs for sending a departmental representative. The College of Education was well-represented, as were most areas of the Professional Education Unit (PEU). Dr. Van Scoy will send all Council members the link to the new PEU website. She then presented a handout which was discussed at the meeting, showing updates to the Policies & Procedures Manual for Clinical Experiences. The updates are a temporary fix to reflect current processes and accurate committee names. A total rewrite of the manual will be done at a later date and will show the actual changes to the manual.

#### **E. Process for Securing Course Revenue Data**

Dr. Dickey stated that Mr. Steve Mattison has proposed that he train each departmental business representative to retrieve course revenue data. Dr. Dickey prefers the current process in which Mr. Mattison secures all course data for the College of Education courses and produces it in a consistent format. Each Chair gave his

input, some preferring to be able to access this data at the departmental level and others preferring the Business Office continue to create the reports. It was determined that Mr. Mattison will continue to create summary reports by department, but not as extensive as departments could create on their own. Mr. Mattison will train individual departmental representatives who wish to be able to access this data, as well as more specific data.

#### **F. Partnerships and Collaborations Form**

Dean Sternberg redistributed the Partnerships and Collaborations handout and apologized for any miscommunications when it was first distributed. He then asked the Administrative Council to review the form. Council members asked that the form be revised to include clarification of terms so faculty and staff would be able to distinguish between partnerships and collaborations and service and job duties. Dean Sternberg stated he will revise the form accordingly and submit it to all personnel in the College of Education. The Dean's Office will compile the data retrieved.

#### **G. Graduate Student Poster Contest Exhibit Locations**

Dean Sternberg reminded Council members of the Graduate Student Poster Contest and the monetary rewards for winning the contest (\$1,000 and \$500 rewards). Dr. Van Scoy stated she had announced this in the APGC meeting and representatives on that committee were to take this information back to their departments. She also stated one student from Educational Studies and one from Educational Leadership have been nominated for Centennial Fellowships. Dr. Van Scoy noted that the Graduate School would like the Centennial Posters to be displayed around campus. Administrative Council members then discussed ways the College of Education could exhibit posters highlighting College of Education student and faculty research. Dean Sternberg stated Mr. Burgin would coordinate this effort and stated we need a strategy to inform faculty about this. Dr. Mitchell will notify the Administrative Council members of how to access a machine on campus which converts a PowerPoint presentation into a laminated poster. There was some discussion as to the realm of the posters which should be displayed and Dr. Seaman recommended that the Council move on to item J. as it was a related item.

#### **H. Teaching Center Evaluation**

Dr. Jed Lyons, Faculty Director for the Teaching Center for Excellence, and Ms. Doris Stephens, Instructional Development Supervisor for the Center, met with the Administrative Council seeking input from the Council as to how the College could be more involved with the Center. Dr. Lyons distributed a handout entitled, Concept Development Paper, which outlines the philosophy, goals, objectives and strategies of the Center and requested feedback/ideas from the Council. Discussion ensued and members had several suggestions which Dr. Lyons stated were very helpful. Dr. Lyons stressed the need to have College of Education assistance in conducting a needs assessment and evaluation plan for the Center. Dean Sternberg volunteered his services, as well as those of Dr. Seaman and Dr. Van Scoy in assisting Dr. Lyons and his staff in developing an RFP for obtaining the services that the Center needs.

#### **I. AY 2008 Strategic Plan**

Dr. Seaman stated a Strategic Plan must be in place by March for Academic Year 2008. Dr. Seaman asked for feedback regarding the process used for the AY 2007 Strategic Plan and stated that we need to identify activities that would be ongoing from AY 2007 and new activities which are to begin in AY 2008. Dr. Seaman will email Council members soliciting input about the process and activities with a calendar as to when we can accomplish tasks. Dr. Seaman stated he would like to post a one page list of accomplishments as a result of the AY 2007 Strategic Plan and asked Council members for suggestions as to how this list should be disseminated.

#### **J. COE Research Activities**

Dr. Seaman expressed his desire to centralize the annual collection of the updated research section of faculty vitae by having his office receive them either directly from faculty members or from department chairs. The timeline for receipt of this information could be tied to APR deadlines. Dr. Seaman stated he preferred all information be sent electronically and he and his office would maintain this information, including books, articles, identification of poster sessions, presentations, etc., on the web. The Council discussed this and determined that Department Chairs would provide Dr. Seaman with all faculty scholarship information and he will then work on research briefs and other informational materials based on these data. Dr. Van Scoy stated the need to coordinate the receipt of this information because it is also needed for NCATE. Tying into the conversation about the Graduate School Poster Contest, Dr. Stevenson suggested the College of Education have a poster contest and reward for the winner.

#### **K. Faculty Recruitment**

Dr. Seaman asked each Department Chair to give a status report of their departmental search committees, as he had anticipated invitations would be extended to prospective faculty hires in December for next semester campus visits. Dr. Dickey stated his five search committees have identified high quality candidates and made contact, but may or may not be ready to extend invitations. Dr. Stevenson stated his committee met yesterday but they have not received all paperwork on candidates being considered. His committee will meet again December 18<sup>th</sup> in hopes to finalize the list of invitees. Dr. Mitchell stated his department is reviewing vitae for clinical positions only. Dr. Jennings stated she would ask Dr. Wieder to contact Dr. Seaman directly about the status of their department's faculty recruitment. Administrative Council members agreed to submit names for high level candidates to Dr. Seaman by December 19<sup>th</sup> or sooner.

**L. Other**

There was no other business.

**III. Reminders**

Dr. Seaman reminded everyone of the retirement celebration honoring Pat Price Monday, December 11<sup>th</sup>, 2:00-4:00 p.m. in the Office of the Dean, Wardlaw 201, and Dr. Mitchell reminded all of the retirement celebration honoring Dr. Peter Werner, Friday, December 8<sup>th</sup> from 3:00-6:00 p.m. in the Blatt Physical Education Center. Dean Sternberg reminded everyone of the College of Education holiday party Thursday, December 14<sup>th</sup>, 5:00-7:00 p.m. in the Campus Room at Capstone and stated that children of faculty and staff are invited.

**IV. Announcements**

There were no announcements.

**Next meeting of the Dean's Administrative and Executive Council - January 17, 2007  
at 9:00 a.m.**