ADMINISTRATIVE COUNCIL – OCTOBER 6, 2004

Members Present:
Dr. Les Sternberg, Dean      Dr. Michael Seaman, Associate Dean
Dr. Rhonda Jeffries, substitute for 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. Kathy Evans, Faculty Chair-Elect
Ms. Renee Connolly, Dir. Accreditation & Quality Assurance

Dean Sternberg called the meeting to order at 9:05 a.m.

I. Old Business

A. Minutes
The minutes from September 15, 2004, were approved, as corrected. They may be viewed at http://www.ed.sc.edu/Documents.asp

B. Faculty Recruitment - Mike Seaman
Dr. Seaman distributed a handout that contains all available faculty positions and informed the group that these will be running in The Chronicle of Higher Education in the October 15 issue. In addition, the positions will be posted in Black Issues in Higher Education in early November 2004. He reminded the group that there is a link on the COE webpage that will take the end user to the descriptions of all these positions.

In addition, he emphasized the importance of scheduling new faculty recruits with the Dean and two Associate Deans according to the policies in hiring new faculty. Dr. Seaman requested that the schedule for these new recruits be run through his office before it is disseminated to the program or department faculty. He also reminded the members that the Dean’s Office will cover meal expenses for the faculty recruit plus two additional faculty members within the COE. Pat Price, in his office, will be handling all the filing during the recruitment process and will maintain a separate file for each recruit within each department. Dr. Dickey expressed concern that travel arrangements were not handled as smoothly as they could have been last year, and suggested that one person be in charge of arranging the recruit’s travel expenses and schedule. Dr. Seaman suggested that his office be the last stop in these arrangements and that his review of the travel authorizations be his way of approving the expenses incurred. Scheduling should still be handled within each department. Dr. Seaman reminded the members that November 19 is the beginning date for reviewing candidates. Dr. Mitchell asked how many candidates should be brought in for each position and Dr. Seaman suggested that two individuals be brought in for each position.

II. New Business

A. Financial Procedures Meeting - Mike Seaman
Dr. Seaman informed the members that he would like to host a meeting to review COE financial procedures. He emphasized that academic departments identify the person(s) who is the primary financial contact and he reported that the support offices in the COE will also be involved with this meeting, also. The meeting will be October 20, 2004, at 9:00 a.m. in the Instructional Support Training Center, Monkey Room.

Dr. Sternberg asked the members about their thoughts on the development of a COE procedures manual on financial/budgeting operations. Dr. Seaman reminded the members that the Business Office does have a policy manual in place and that he informs the COE faculty and staff through web announcements. Dr. Sternberg recommended that some type of financial/budgeting policies and procedures manual be developed
that can be used as a reference, especially for occasions when new individuals assume leadership positions (e.g., chairs, associate deans, deans).

B. New University Employment System - Mike Seaman
Dr. Seaman notified Council members that anyone involved with classified staff hires should be aware of the new computer-based system. The Human Resources Office at the University has additional information on this new system and offers a two-hour training session. Dr. Seaman has asked the HR office to come here on October 14, 2004, at 9:00 a.m. in the Donkey Room of the Instructional Support Center to conduct one of these sessions.

C. Scheduling and Renovating Wardlaw Classrooms (Rooms 101, 109, 114, 122, and 126) - Ed Dickey
Dr. Dickey expressed a concern on behalf of his faculty that education courses be given priority when the University assigns classroom space. He proposed that the three department chairs based in Wardlaw work out a schedule prior to the University’s assignment. These actions and an agreement of the schedule will be forwarded to the central University office for scheduling and hopefully our courses/faculty will be given priority in this building. His office can act as a hub for these schedules and will coordinate these efforts. In addition, he proposed that two classrooms in Wardlaw be put on a schedule for renovation. He was hesitant to identify specific rooms, but suggested the rooms listed in these minutes: 101, 109, 114, 122, or 126. During this renovation, he added that cabinet space be added in two rooms to hold some of the faculty’s materials, as many times faculty are taking many curriculum items back and forth from their office to classrooms. He volunteered some funds from his Department to assist with these renovations if this goes through.

Dr. Sternberg suggested that other Department Chairs take this idea back to their faculty and that this item be placed on the agenda at the next Administrative Council meeting.

D. Council of Academic Deans Report - Les Sternberg
Dean Sternberg highlighted a number of areas of concern/emphasis from the new Provost. The first is that the Provost Office will be accepting applications for new transformative positions under the Faculty Excellence Initiative plan. The second idea is the Provost firmly believes in making decisive actions through a consultative process. The new Provost will push for better communication across the University, as he sees this as a current problem. In terms of the implementation of VCM, the new Provost expressed interest in this new system supporting what is truly “valued” at the University. In addition, the new Provost emphasized the importance of assessment across the University and during the Council of Deans meeting emphasized that the College of Education is already doing much of what is required, although the University as a whole is considerably behind in this process. The Provost highlighted the fact that he wants to see the flow of work at the central university level to keep up with the many pressing issues facing his office. To this end, he announced that he will be appointing three Associate Provost positions – Assoc. Provost for Budget and Operations, Assoc. Provost for Graduate Programs, Assoc. Provost for New Academic Initiatives.

In a separate meeting, the President announced that the new Provost will be responsible for setting a new differential tuition policy. Dean Sternberg expressed his concern that, based on education graduates’ earning potential, that raising the tuition above the “typical level” within the COE may not be appropriate. In addition, central administration announced that it will be moving to a holistic admissions policy. Bill Hogue announced that the University will have site license access to a new website (www.turnitin.com) that will help faculty determine if papers/projects have been plagiarized. In relation to technology, the entire campus will be under a “wireless cloud” for online coverage that will be available to all colleges/schools at the University by the end of this academic year.

Enrollment management efforts to target the number of new freshmen per specific college/academic discipline will begin very shortly. Individuals from the Office of Student Affairs will be coming by to speak with particular departments in relation to their undergraduate enrollment needs and target levels. Dr. Dennis Pruitt, Vice President of Student Affairs, will be heading this effort with a team of colleagues and has asked that the COE be one of the first to become involved.
III. Reminders

The Homecoming Picnic will be held Friday, October 8, 5:00-7:00 p.m. in the Wardlaw Courtyard. Dean Sternberg asked the members to encourage their faculty and staff to attend.

Ms. Connolly asked the members to remember to respond to the monthly online survey for this month. This survey is for the Office of Student Affairs during October. Dr. Seaman or she can send the URL address of this survey if needed.

IV. Announcements

Next Administrative Council Meeting will be held on November 10, 2004, at 9:00 a.m. in the Dean’s Conference Room.

Dean Sternberg announced that Dr. Van Scoy, Dr. Dickey, and Ms. Connolly submitted an award application to AACTE for recognition of the PEU for best practices in teacher education quality and accountability.

Dean Sternberg announced that the COE is one of 20 colleges nationwide that have been asked to submit descriptions of how our teacher education programs are involved in public schools. Those descriptions will be put into a publication that will eventually be used to better inform members of Congress. Dr. Bruce Field is heading up the preparation of this description.

The meeting was adjourned at 10:09 a.m.