

**ADMINISTRATIVE COUNCIL MEETING**

**Wednesday, October 10, 2012**

**10:00 am – 11:30am**

**Notes**

**Attendees:**

- Thilla Sivakumaran - Dean
- Greg Meeks – Associate Dean
- George Foldesy – Director, CEE
- Mitch Holifield – Chair, ELCSE
- Lina Owens – Interim Chair, Teacher Education
- Loretta McGregor – Psychology & Counseling
- Jim Stillwell – Chair, HPESS
- Mary Jane Bradley – Director, PEP
- Jo Ann Nalley – Director of Childhood Services

**OLD BUSINESS**

**NEW BUSINESS**

**1. Reorganization**

- a. Teacher Ed & ELCSE will merge in the fall of 2013. A national search will be conducted for the new chair.

**2. Comparison of Fall Semester COE enrollment data & 2011-2012 SCH data**

The Dean shared the following enrollment numbers. Holifield mentioned that the figures may not include LSDE courses that have not yet started during for fall 2012.

	<b>Teacher Ed</b>	<b>ELCSE</b>	<b>Psychology &amp; Counseling</b>	<b>HPESS</b>	<b>Total</b>
<b>Undergrad (Fall 2011 vs Fall 2012)</b>	-5		-17	59	32
<b>Grad (Fall 2011 vs Fall 2012)</b>	1	-168	-1	6	-162
<b>SCH (2011-2012)</b>	-1319	-1665	368	987	-1629

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### 3. Course Reassignment Fall & Spring

The Dean shared the following reassignment hours for the 2012. Dr. Cooksey indicated that she felt that the amount of reassigned time was excessive.

Department	Admin	Research	Required Accreditation	Grant
Teacher Ed	27	4		3
ELCSE	18			3
Psychology & Counseling	6	9	12	9
HPESS	18		6	

- Department heads are required to teach 6 credit hours per semester, unless stated in contract
- Program coordinators
  - Undergrad coordinator – 3 hrs per semester
  - Grad coordinator – 3 hrs per semester
  - Advising/off campus coordinator – 3 hrs per semester
- Research related release will be discontinued

### 4. Renaming COE

The chairs were supportive of renaming the College. Input will be solicited from the departments.

### 5. Overload Pay

There was discussion regarding inequity of overloads between departments.

### 6. Online programs

Academic Affairs is reviewing the protocol and finances of the on-line programs.

### 7. Budget

There was discussion on the following budget items:

- a. Newsletter 2011-2012 = \$7,000 It was recommended that the newsletter

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continue to be published, but only as an on-line publication.

- b. Oxford = \$9,692.50 It was recommended that this be continued.
- c. ETEN 2011-2012 = \$6,153.07 It was recommended that this be continued for now, but be reviewed in the future. Work needs to be done on developing student exchanges and relationships. If we are not able to make improvements in this area, we would discontinue participation.
- d. Course fees – Academic affairs has requested for us to look into how we spent money generated by 1% increase in tuition.

#### **8. Online course evaluation**

There was discussion of moving all course/instructor evaluations to EvalKit using Blackboard as the delivery platform. Holifield shared that the evaluation instrument for LSDE courses needs to be revised.

#### **9. Indirect cost reimbursement**

This will be discussed in the future.

#### **10. Adjourn**

The meeting was adjourned at 11:35 AM

The mission of the College of Education is to generate and disseminate knowledge through teaching, research, and service; and to apply that knowledge to improve education and the quality of life for all individuals in a pluralistic and democratic society. We accomplish this within student-centered, intellectually challenging environments with faculty and staff dedicated to excellence.