

Administrative Council Meeting
Agenda
Wednesday October 21, 2020
10:00 a.m. ED 330

NOTES

Attendees: MJBradley, LGBryant, KBiondolillo, PFinnicum, JHenley, RTowery, ABowser, JANalley, JClogston

Old Business

1. Tenure Review Extension - More to come on this. Chairs request that AAR (the provost) address concerns. Chairs' council has strongly encouraged more clarity.

New Business

2. Academic Advisors & updates - Bow Hendrix and Antwanet Wade were introduced and provided recruitment updates. Antwanet joined on October 1st. Their "Best Practices" document is receiving accolades from University Academic Services (Jill Simons). Zoom advising sessions are ongoing and they are working on the Pack Preview presentation. Attended Adobe Spark training and feel like that was extremely beneficial. They have presented at a conference using the software platform and are working to put together a web page for the COEBS Advising Center. They demonstrated the draft virtual "tour" and presentation for upcoming Pack Preview Day (October 30). Discussion ensued.

More on pack preview day: There will be time to create department break-out rooms if we want. Individual zoom links by department will NOT be used. Faculty will co-host a breakout room instead. Faculty members need to join the main meeting and then go to their breakout room. They will be able to control the meeting in the break out space (share screen, etc.). Bow and Antwanet will send a reminder to the faculty early next week. Chairs are to send Bow and Antwanet the names of the faculty who will host the morning and afternoon meeting. MJ expresses thanks for Bow and Antwanet. Advisors will start working on retention efforts for our juniors and seniors.

3. Spring 2021 Spreadsheet – low enrollment – Due Date: (M) Nov. 2 Send to Pam, cc: Lance & Mary Jane (handout) - Low enrollment classes 18 (freshmen and sophomore) 12 (junior and senior 8 (graduate).
4. Program Revision Deadlines (handout)
Mid-level programs as well as English are due. This will be discussed thoroughly in EPP meeting. Rose at the state department has been contacted by ABowser. The Competencies have been written and the deadline has been extended. ABowser wanted to be clear about the new February 28, 2021 date. Some confusion over the due date Feb 1 or 28 – ROSE SAID THE 28th. For mid-level and English there are only particular documents that need submitted. Dyslexia, reading, sped administrator and more will need to conduct the major review and revision. Those who were submitting by Feb 2021 had to submit a cover sheet, program of study and matrix that aligns new competencies - unless there have been courses and titles changed added or removed. JHenley indicated that the major revisions are not a surprise. RCole needs to know that there are competencies which came out this year and her program needs to be aligned with those. Go to Arkansas Department of Education, Educator Provider and you will find the

protocol. A Bowser will send links to assist. J Henley advised that Annette Hux is a good resource. Discussion continued in terms of who would handle what – A Bowser will reach out to each lead with the links and information.

5. Credit/No Credit

Dr. Utter asked deans if they are in favor of credit/no credit for fall 2020. Faculty senate voted for this option for fall 2020. We need to confirm with faculty senators. Bryan Terry and Pamela Bowie presented that there is a big difference between admitting students to a university and enrolling students into a university. The University can establish their own admission requirements but the state of AR has specific regulations about enrollment. A Bowser asked about the policy and wanted to know if we would continue to use the policy established by the university.

6. Newsletter items (Jan.-Present) – Deadline October 30th – Send to Pam - Remind faculty to send stuff to Pam for the period indicated. Robin Buchannan has agreed to design the newsletter for us this round.

7. Department Updates

- a. ELCSE – J Henley reported that they are trying to hire adjuncts – every faculty is on overload and every adjunct known has been hired. Other than that doing fine.
- b. HPESS – P Finnicum reported that faculty senate DID approve credit/no credit option for spring semester.
- c. Psych & Coun – K Biondolillo reported that the department is still down three positions that directly impact BS Psych their high enrollment program. Submitted a request to hire in early September. Followed up with a “research cluster” in Learning Sciences.
- d. TE – R Towery reported that he needs efficient access to A-State logos. A Bowser provided the following link <https://www.astate.edu/a/marketing/pcs/graphic-standards/logos-colors-fonts/the-university-logo/>
Some of TE faculty/staff are having difficulty with training – his people might want to sit on some training that J Nalley’s team is providing. Nov 13 is a good day to do this.
- e. Childhood Services – J Nalley reported that CS has been impacted by Covid 19. Nov 15 CS will have Brian Washburn here for day 2 of their professional development conference. He will discuss techniques for pedagogical virtual learning. There will be breakout sessions available. Preschool cannot be managed via virtual learning J Nalley will negotiate with public schools to see if they will continue to provide meals for students.
- f. PEP – A Bowser reported that her office has finished capstone meetings for spring 21. They are projecting about 144 including about 35 SPED MAT. They have completed the pre -each other meetings for fall 21, their greatest concern. Today hosting meetings with interns who are fall 20. Working on exit evaluation meeting. Trying to make decisions about calendar changes due to large group meetings that are difficult.
- g. ERZ – J Clogston reported on Engage Arkansas. Working with Graduation Alliance is a group (virtual group) working to address cases of students who are “no showing” or “lack of engagement” in the virtual education realm. ERZ is meeting every week on this initiative. J Clogston is conducting a lot of online PD. Advanced Placement Summer Institute is established for summer 2021. Plan is to have this onsite here. Also working with A Bowser to transition normal face to face Ready to Teach Conference to a virtual format. Looking for interns who can

assist. A Bowser invited internship I to attend. They are not face to face this semester.

8. Other

- a) Please attend to deadlines below. Curriculum and PRT review dates.
- b) LGBryant and MJBradley met with Phillip Jackson in Foundations and the money we have for the carry forward plan cannot be used to help with any kind of stipends for tuition for GAs or for internships. The only money that can be used that way are foundation accounts.

Deadlines:

October 30th

- Undergraduate Curriculum Council Proposals Due

November 6th

- Graduate Council Proposals Due

November 13th

- Undergraduate Curriculum Council Meeting

November 19th

- Graduate Council Meeting

November 2nd

- Suggested date for chairs to provide retention recommendations for 2nd-year faculty to the dean
- Departments provide one electronic copy of their proposed promotion and tenure criteria for the upcoming academic year (2021-2022) to the dean

December 4th

- Official retention notices are sent to 2nd-year faculty from the Provost