

Administrative Council Meeting
Agenda
Wednesday, February 16, 2022
10:15 a.m. ED 330

NOTES

Attendees: MJBradley, LGBryant, AWheeler-Gryffin, , APimpleton-Gray, RTowery, JClogston, JANalley

New Business

1. Chancellor's Dinner – LGBryant provided an update regarding event and forthcoming details.
2. Infrastructure update – LGBryant asked chairs to ensure that representatives on the Dean's Student Advisory council have spoken with them regarding infrastructure requests. Chairs were asked to mentor students in the process.
3. Privately Funded Scholarship Database – MJBradley provided chairs and directors a copy of the email regarding scholarships and discussion was had. LGBryant requested that as scholarships are awarded to ensure he is copied on the email to Aimee McDonald.
4. Vacant Positions – MJBradley shared and discussed handout from the provost regarding the current policy and procedures involved in the hiring of the positions. Details and importance of required items within the justification was stressed.
5. ADHE low productivity – MJBradley shared a handout from the provost that indicated programs that were and have been low in enrollment/graduates. Chairs were tasked with providing justification narratives for maintain programs, Deadline for submitting – February 23rd, emailed to PGraham.
6. Self-review of 2021-2022 Unit Goals – MJBradley reminded chairs and directors to complete - due to Dean's office Feb. 28
7. Convocation of Scholars – MJBradley reminded chairs and directors of event - COEBS Banquet - Monday, April 11 Honorees Names due: March 7 – send names to Pam Graham; Bios & who presents by April 1
8. Department Updates
 - a. ELCSE – No report
 - b. HPESS – AWheeler-Gryffin reported that the department is looking toward 2022-2023, SM/SA beginning to write SPA self-study report and are looking at COSMA site visit in spring 2023.
 - c. Psych & Coun – APimpleton-Gray reported that NASP site-visit (virtual) is March 15-17
 - d. TE – RTowery reported that he will be meeting with Shawn Brewer regarding TE room renovations. Currently working on schedule for summer & fall.
 - e. Childhood Services – JANalley reported that her area is working toward grants and hiring staff for the centers.
 - f. PEP – No report
 - g. ERZ – JClogston reported that Ready2Teach summit will be held April 5th @UCA. P-20 institutes ongoing, APSI planning is ongoing. Provided updates regarding Arkansas Tutoring Corp.
9. Other
 - a. Budget – MJBradley shared AOS revenue sharing & indirect amounts with chairs and directors. Discussion regarding Banner balances, reserves, etc.

- b. MJBradley provide summary of TPI-US site visit last week. Provided examples of their oral reports that included strengths, areas of growth, partnerships, and various aspects of the summary oral report.
- c. MJBradley discussed her receipt of media information.
- d. OWL video conferencing devices have been ordered for the college.
- e. MJBradley reminded chairs and directors of the DESE innovation grants opportunity.

Deadlines:

February 17th

- The College PRTC provides written recommendations to applicants. Applicants who wish to withdraw from further promotion and/or tenure consideration must contact their College PRTC chair by the close of the third business day following receipt of written notification, but no later than day 02/22/2022 (3 working days)
- Graduate Council Meeting

February 23rd

- College deans receive applications and recommendations from the College PRTC for 3rd-year Comprehensive Pre-tenured Reviews
- College deans receive tenure and promotion applications and recommendations from the College PRTC

February 25th

- Equity - due to Provost
- Non-Classified Performance Evals - due to HR
- Chancellor's Dinner – Admitted Student Event
- Undergraduate Curriculum Council Proposals Due

February 28th

- Self-review of 2021-2022 Unit Goals – due to Dean's Office

March 1st

- Merit - to departments

March 4th

- Self-review of current year (2021-2022) unit goals from deans due to the Provost
- Graduate Council Proposals Due

March 7th

- Honorees names due to Pam Graham pgraham@astate.edu

March 9th

- Last day for applicants to contact their college dean to withdraw from further promotion and/or tenure consideration

March 10th

- Merit - due to AAR

- Suggested date for chairs to provide retention recommendations for 3rd, 4th, and 5th year pre-tenured faculty to the dean (for 4th, 5th, and 6th-year reappointments)

March 11th

- Undergraduate Curriculum Council Meeting

April 1st

- Bios and who presents for the Honors Banquet due to Pam Graham

April 11th

- Convocation of Scholars -COEBS Banquet (Monday)