

Administrative Council Meeting
Agenda
Wednesday, October 19, 2022
10:00 a.m., Dean's Conference Room 330

NOTES

Attendees: MJBradley, LGBryant, AHux, AWheelerGryffin, , APimpleton-Gray, NCovey, JANalley

New Business

1. PRT Information Session-University wide – Today at 4:00 p.m. in the Student Union Auditorium (zoom link TBA) – MJBradley reminded chairs and director of event and encouraged attendance.
2. Meet the Deans results – MJBradley reported SGA event that involved college deans and student representatives. Large post-it posters included items that students would like to be improved. Students expressed a desire to have a department specific advisor. APimpleton-Gray asked for clarification and discussion was had. Students representing HPESS expressed concern over exercise science internship and request to have a May graduation.
3. Assessment – MJBradley shared that MESpence was reviewing college assessment reports
4. Staff Recognition/Appreciation possibility – No update regarding discussions. Decision to provide unique gift at college opening meeting that it just for and unique to administrative staff.
5. ADC Update – MJBradley reported that the college deans traveled to St. Louis, MO for a retreat, visited a Red Wolf Center, session on inclusive leadership with guest speaker from Cornell, covered hiring process.
6. Department Updates
 - a. Childhood Services – JANalley reported that recently completed workshop and returned from state early childhood conference, platinum sponsor. Approx. 30 staff presented, apprentice project with TEACH project is ongoing, in need of accountant position, program coordinator, center positions. Vandalism recently took place in Hughes, removal of fence at West Memphis.
 - b. ELCSE – AHux reported that 2 SPED positions are open, AUtter agreed that 2 positions for doc program can be put forward, discussion regarding the costs associated with textbooks for AAs took place.
 - c. ERZ – No report
 - d. HPESS – AWheelerGryffin reported that the department is interviewing for an administrative specialist.
 - e. PEP – No report
 - f. P&C – APimpleton-Gray reported that all is well, some faculty have recently published, many students and faculty presenting at conferences, there are applicants for the posted positions.
 - g. TE – NCovey reported that 3 positions have been posted (Reading, 2 online ELED), Faculty Friday this week (advisement refresher, recruitment).
7. Other
 - a. MJBradley reminded chairs of the upcoming science fair event.

- b. PAC will meet soon, and college only has a BS representative and need faculty to represent education. NCovey will speak with 2 faculty.
- c. WN grading for 2nd session is available until 12:00 p.m. on October 21.
- d. IHE SPED & PK-12 due February 2023.
- e. Alice Phelps and daughters – November 7, 12-1:30 in Fowler Center, bring 4th graders from local school (Nettleton/Jonesboro).
- f. PRRT Calendar – Nothing for us now. January 3 is the last day for PRT candidates to submit documents to committee.

Deadlines:

October 10th – 31st

- Suggested dates for departments/colleges to receive student evaluations of faculty

October 14th

- Undergraduate Curriculum Council Meeting

October 20th

- Graduate Council Meeting

October 28th

- UCC Proposals due

Events:

October 29th

- Pack Preview, Red Wolf Center, 1:00 p.m.- 4:00 p.m.
Reps:
 - HPESS, Claudia Benavides, HoYeol Yu
 - PSY & COUN, Asher Pimpleton-Gray, Karen Yanowitz
 - TE, Allen Hays, Jeonghee Choi, Dixie Keyes, Nicole Covey
- Tailgate – Starts when Pack Preview is over. Open to all departments in the college.