

Administrative Council Meeting
Agenda
Wednesday, April 12, 2023
10:00 a.m. ED 330

NOTES

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

New Business

1. Recruitment Events – upcoming events shared with chairs and directors.
 - a. May 15, Junior Jumpstart
 - b. May 25, New Student Organization
 - c. College Infographic card is being updated.
2. Graduation – May 6; May 6 at 2:30 p.m.; Faculty Marshal – Rob Williams identified.
 - a. Format (faculty shaking hands, students will exit following receipt of diploma)
 - b. Entrance (blue entrance)
 - c. Faculty Count – April 17
3. Convocation of Scholars – MJBradley reviewed and accepted feedback
 - Feedback on COEBS Honors Banquet – additional signage
 - Faculty Honors on Wednesday, April 12, 2023- Fowler Center Grand Hall; 2:00 p.m. - MJBradley
 - ✓ College Award recipients: Natalie Johnson-Leslie and Hoyoel Yu
 - ✓ Honoring Retiree David Holman
 - ✓ Honoring specific faculty with years of service
4. Maymester 2023 – May 9-27 – MJBradley encouraged chairs to consider courses during this time for students that are unable to take courses in the summer.
5. Department Updates
 - a. ELCSE – AHux reported that they will interview for mentor positions and methodology interviews will begin soon,
 - b. TE – NCovey reported admin assistant position is posted, patio renovations ongoing.
 - c. HPESS – AWheelerGryffin reported PETE position interviews are ongoing with hopes of bring someone to campus next week. Pool demolition should occur during the summer. Several SM majors attended Final Four. 8 PE students attended SHAPE America conference in Seattle, WA.
 - d. P & C – APimpletonGray reported search for 2 open faculty positions in ongoing. Students are providing mental health crisis counseling for the next 3 weeks at EACC.
 - e. Childhood Services – JANalley reported that there was no tornado damage to any facility in Wynne, CHS has 3 new staff, there was no line for CHS for Day of Giving, are expecting new playground equipment, and possible new grant funds coming.
6. Other
 - a. MJBradley requests that chairs and directors ensure departmental budget numbers are correct.
 - b. Loads will be dependent on programs/department.

- c. Programs coordinator stipend discussion
- d. MJBradley, AHux, NCovey, ABowser went to residency program with KWilbanks and MDoyle. Concerns for paying stipends and curriculum.

Deadlines:

April 1-28

- Classified Performance Appraisals

April 12

- Faculty Honors Convocation 2:00 p.m. in Fowler
- Recommendations for non-tenure faculty and instructors
[Due from Chairs on April 5; Due from Dean to Provost;](#)

April 14

- UCC Meeting
[Due date for proposals to be submitted is March 31, 2023](#)
- Carry Forward Spending Plans for FY 23 due to Kathy

April 20

- Graduate Council Meeting
[Due date for proposals to be submitted is April 7, 2023](#)
- Educator Commitment Signing at A-State in Museum

April 27

- **Projected Unit goals for FY 2023-2024**
[Due to Tonda in Deans Office on April 21](#)
- Wilson Award Dinner

April 28

- **Faculty Reassignments Fall 23/24**
[Due to Tonda in Dean's Office on 4/21/23](#)

May 6

- **Commencement**

Arrive at least 45 minutes in advance of ceremony

Faculty will convene in hallway outside the Hames Rooms to participate in a faculty processional

Faculty wear regalia

Faculty will be part of a student celebration as they exit the stage

Faculty Marshal will assist with the celebration exit

Faculty should park in the lots closest to the [blue entrance](#) of the First National Bank Arena

Faculty will need a hangtag for graduation if they do not already have one – can pick one up in AAR 202 in the Administration Building

Remember the university's clear bag policy