ADMINISTRATIVE COUNCIL MINUTES

Date: Tuesday, July 10, 2012, 8:30 a.m.
Location: University Center, Ballroom B

1. President’s Items.

President Dobbins introduced Dr. Diana Rogers-Adkinson, new Dean of the College of Education.

President Dobbins also provided a budget update. Revenues are still unsure. The University will keep 5% (approximately $2 million) in reserve. He noted that there are equipment needs, especially in the academic departments so the University will set aside funds for equipment. The Executive Staff will review the needs before the beginning of the new academic year.

2. Organizational Changes. Starrett handed out the Library Strategic Plan and a draft organizational chart. He has met with all affected individuals. An announcement will be made concerning the changes. The President suggested the deans invite Starrett attend a college meeting and talk about the changes.

McGowan reported that the merger of the College of Science and Mathematics and the School of Polytechnic Studies is complete. A new web page has been put up, but it is still a work in progress. Since there is no federal funding, the NASA Center and the Godwin Center will be dissolved. He noted that there had been great cooperation between the departments. He also reminded the Council that there would be an ABET accreditation visit this fall (November 10, 11, & 12).

Rosati reviewed the changes in University Studies/Advising/Career Linkages. Barrios will become the Dean of University Studies while maintaining his role as Dean of the College of Liberal Arts. Appreciation was expressed to Scott for her leadership with University Studies during the past year. The Honors Program will report to McGowan. Changes in advising include combining efforts for collaborative advising and getting prepared for centralized services in the newly remodeled Academic Hall beginning in fall of 2013. Career Advisors will serve all students. The Career Linkages staff is aware of the changes.
Holt reported that a new office will be devoted to Military and Veterans Services. A job
description has been developed for the director, and a national search will be held. A website
has been set up. The position will report to Holt and be housed in the University Center until
the fall of 2013 when space will be provided in the newly renovated Academic Hall.

3. **Update on Chairperson and Dean Appointments.** Rosati distributed an update on
Chairperson and Dean appointments. It was noted that there were 45 new faculty scheduled to
participate in the TEW workshop.

4. **Student Learning Outcomes (SLO) Action Project Declaration.** Rosati reported that the
SLO Action Project will be formally proposed to HLC titled “Development, Implementation
and Assessment of Formalized Course Level Student Learning.” The Executive Staff is in
agreement with this action project pending endorsement by the Administrative Council.
President Dobbins stated that this project needs approval by Administrative Council. Therefore,
if there are any changes or concerns, please notify Rosati or Fulton. If none are received by
July 13, 2012, the action project will go forward.

5. **HLC Reaffirmation of Accreditation Update.** Starrett distributed the “Quality Checkup
Countdown” which included upcoming deadlines and a report on the many preparations for the
visit (September 12-14, 2012). The schedule was reviewed and discussed.

6. **Space Utilization Study.** Mangels reported that Paulien & Associates will conduct a space
utilization study for the campus. A schedule will be developed which will allow them to meet
with all campus constituents. After the renovation of Academic Hall is completed in the fall of
2013, there will be a great opportunity to reallocate space. The President encouraged input
from all Council members. The Provost and Deans will also look at credit hour generation to
provide additional data concerning needs as part of this process.

7. **Administrative Council Retreat Topics.** A list of possible topics for the Administrative
Council Retreat (scheduled for August 10, 2012) was distributed. Topics include:
Administrative Council Compact; Strategic Enrollment Management; The University in the
Year 2020; HLC Reaffirmation of Accreditation; Veterans’ Program; Academic Program
Review (include focus for new committee to review needed programs); Learning Management
System; Articulation Agreements; Average Student Credit Hour Generation Progress; Faculty
Senate Initiatives; and Update on Graduate Programs. No other topics were suggested for
inclusion in the retreat.

8. **Unit Items.** Unit items were presented.

The meeting adjourned at 10:02 a.m.