

SCHOOL OF EDUCATION
School Council
September 8, 2009
2:00pm - 4:00pm

In Attendance:

J. Bray, B. David, J. Lombardi, H. Tuleya-Payne, J. Ward, L. West, B. Hatfield

Review of Notes

The notes from April 21, 2009 were reviewed and approved as written.

Announcements

- Please update your websites with up to date information on department faculty, etc.
- Examples of new departmental brochures were distributed.
- Chairs were reminded about assuring that they meet the December 4th deadline for compiling necessary items and information for Middle States.
- The latest Special Studies report, showing current SoE usage of funds for undergraduate fall and spring individualized instructions and independent studies, was distributed.
- An important budget update meeting has been scheduled for September 14. It is imperative that all departments are represented; if Chair is unable to attend, please send a representative.
- Please encourage faculty to attend the upcoming Convocation. The President and other speakers at this worthwhile event will discuss topics of major significance.
- Until further notice, no faculty searches will be conducted.

Budget

Dean Bray distributed a revised budget projection sheet and 2009-2010 budget balancing plan. We are still waiting for the state budget to be settled so we can move forward with finalizing our budgets.

- Department budgets are currently posted at 80% of last year's final base budget allocations.
- Carryover funds from FY09 were discussed. 25% of SoE discretionary carryover money from 2008-2009 has been held back in a special contingency fund.
- A spreadsheet showing departmental student wage allocations was distributed; amounts were based closely on last year's usage.
- No news so far on Summer 2009 revenue sharing.

Scheduling

The University is committed to retaining our students. In light of this effort, we must make sure that we are able to offer the classes that they need; therefore, it is expected that section enrollments will remain at the same levels as the Fall enrollments. The Fall 2009 section increases were made by the Dean based on waiting lists, classroom capacity, and five year enrollment history.

Enrollments

The University is looking to grow total enrollment by about one percent maximum, and is focusing efforts on the graduate programs, and out of state undergraduate students. Even though we are facing difficult financial times, we must remember that we are fortunate to have plenty of people who want to come to our institution.

Department Meeting Visits by Dean and Associate Dean

Drs. Bray and Coker-Kolo are scheduled to attend a department meeting for each of the SoE departments. Topics such as class enrollments and budget will be discussed. The Dean asked the Chairs to help to assure that the upcoming meetings are productive. Current circumstances are difficult, but we must work with what we have and determine how we can best serve the students.

Additionally, the Dean hopes to have time to talk with the faculty about promotion and performance review materials and process.

Summer 2010

A complete revamp of our summer offerings is in order. The Chairs were asked to help with this project, and a discussion about who should be included in the planning sessions ensued. Interested department faculty, current practicing K-12 teachers, and recent summer instructors were mentioned as possible participants for this important endeavor. We have to make big changes if we want to stay competitive with other area Universities.

HEOA

The Higher Education Opportunity Act states that all institutions of higher education must publish textbook information for students at time of registration. This federal mandate is a requirement, so we have to find ways to comply.

School Council adjourned at 4:30 p.m.