

Administrative Meeting
Wednesday, August 8, 2007
8:58 a.m. – 10:02 a.m.
Education Building, Room 118

Minutes

Present: Dean Graves, David Branch, Dana Burnett, John Ritz,
Nick Bountress, Bob Spina, Kathy Bucher, and Brenda Roth

Absent: Jane Hager

1. Dean Graves reviewed and approved Administrative Meeting Minutes dated July 11, 2007.
2. Dean Graves reviewed Disbursement Newsletter dated July 1, 2007.
3. Dean Graves reviewed e-mail from Rick Fischer dated July 11, 2007 entitled "Travel Meeting".
4. Dean Graves reviewed e-mail from Sandra Ianuzi dated July 26, 2007 entitled Compliance with Regulations & BUD's Responsibility
5. Dean Graves discussed and distributed Spring 2007 Faculty Grade Distribution.
6. Dean Graves reviewed status of DCOE Adjunct Faculty Handbook.
7. Dr. Branch reviewed Freshman Preview Data.
8. Dr. Branch reviewed Transfer Preview Data.
9. Dr. Branch announced Freshman Deut was to be held on August 24, 2007.
10. Dr. Branch reviewed by individual department processing of EIS Forms.
11. Dean Graves encouraged department chairs to consult with their Graduate Program Directors in regards to PhD recruitment money.
12. Dr. Branch reviewed DCOE building plans.
13. Dean Graves reviewed e-mail from Shirley Herline dated August 10, 2007 entitled "Adoption (OTS 395)".
14. Meeting Adjourned at 10:02 am
12. Next Administrative Meeting to be held on August 29, 2007