

**Administrative Meeting**  
**Wednesday February 28, 2007**  
**9:01 a.m. – 10:03 a.m.**  
**Education Building, Room 118**

**Minutes**

**Present: Dean Graves, David Branch, Jane Hager, Robert Spina, John Ritz, Katharine Kersey, Nick Bountress, and Brenda Roth**

**Absent: Dana Burnett**

- 1. Dean Graves reviewed and approved minutes from February 14, 2007.**
- 2. The ODU Alumni Association special project funding proposal was discussed by Dr. Jane Hager.**
- 3. Dr. Branch reviewed Provost's Council Minutes from February 13, 2007.**
- 4. Dean Graves discussed *Draft* of Darden College of Education Faculty Workload.**
- 5. The ODU Alumni Association special project funding proposal was discussed by Dr. Jane Hager.**
- 6. Dean Graves TEAL II presentation by Dr. Ginnie McLaughlin.**
- 7. Next meeting to be held March 14, 2007. Meeting adjourned 10:03 a.m.**