

**Administrative Meeting**  
**Wednesday, January 16, 2008**  
**9:00 a.m. – 9:55 a.m.**  
**Education Building, Room 118**

**Minutes**

Present: Dean Graves, Sharon Judge, Dana Burnett, Bob Spina, John Ritz, Jane Hager,  
David Branch, Nick Bountress, and Brenda Roth

Absent: N/A

1. Dean Graves reviewed and committee approved the Administrative Meeting Minutes dated November 28, 2007.
2. Dean Graves reviewed document entitled “Enrollments in the Child Development/Child Study Center Programs”.
3. Dean Graves reviewed Faculty Evaluation Guidelines.
4. Dean Graves reviewed Laptop Computer Maintenance Program and encouraged department chairs to have their faculty return their laptop to Brian Hudson for software updates.
5. Dr. Judge reviewed procedures in regards to “Departmental collection of NCATE materials”.
6. Dean Graves shared email from R. Lee Furr entitled, “Dates/Times for Proposal Submission Workshop, Input Requested” dated December 17, 2007.
7. Dean Graves reviewed and discussed memo from Douglas Alexander entitled, “Department of Homeland Security New Security Regulation Information” dated January 7, 2008.
8. Dean Graves reviewed letter from Nancy Cooley and Rusty Waterfield addressing the 2008 Teaching with Technology Award.
9. Dean Graves reviewed memo from Mohammed A. Karim entitled “24<sup>th</sup> Annual Faculty Research Award” dated January 7, 2008.
10. Dean Graves shared letter from Charles E. Wilson, Jr. addressing the Provost’s Award for Leadership in International Education, dated January 3, 2008.
11. Dr. Sharon Judge reviewed draft policy entitled “Faculty from Outside the College of Education to Chair Dissertation Committees”.
12. Dean Graves shared the Save the Date flyer for Retirees Ice Cream Social.

13. Dean Graves reviewed document entitled “Questions about C4 Task Force Recommendations”.
14. The next Administrative Meeting is scheduled for January 30, 2008, 9:00am – 11:00am.