

**Administrative Meeting
Wednesday January 17, 2007
8:45 am – 10:17 am
Education Building, Room 118**

Minutes

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

Absent: None

- 1. Dean Graves reviewed and approved the Administrative Meeting minutes from December 20, 2006.**
- 2. Dean Graves reviewed E-mail entitled “Exit Writing Exam- November 18, 2006”. Dean Graves encouraged department chairs to contact the writing center in relationship to departmental relevant topics.**
- 3. Dean Graves requested Dana Burnett share his findings in regards to item number 2.**
- 4. Dean Graves reviewed letter entitled “Alumni Association Award Nominations”.**
- 5. Dean Graves reviewed the Old Dominion University Research Foundation Awards Activity Summary, 1/7/06 – 12/31/06.**
- 6. Dean Graves reviewed E-mail from Fran Puchalski dated January 9th in regards to the dates for the “Great Virginia Teach-In”. Dean Graves requested a representative from each department to attend.**
- 7. Dean Graves reviewed the Old Dominion University employment form which is required for any individual working outside of the stipulations of their contract.**
- 8. Dean Graves reviewed the Darden College of Education form regarding request for permission to travel. It was determined that the universities form will replace this the college level form.**
- 9. Dean Graves reviewed the article “Method or Madness? Educational Research and Citation Prestige,” by Katherine Corby.**
- 10. Dean Graves reviewed the IDEA Survey. This evaluation tool needs to be approved by the Faculty Governance Committee.**

- 11. Dr. Branch discussed AY 2007-2008 Budget. He also discussed Graduate Assistants and Fellowship allocations.**
- 12. Dean Graves reminded all department chairs of the upcoming luncheon to recognize Programs for Continuing Learning.**
- 13. Meeting adjourned at 10:17 am. Next meeting is scheduled for January 31, 2007 at 9:00 am.**