

**Administrative Meeting
Wednesday January 31, 2007
9:01 a.m. – 10:06 a.m.
Education Building, Room 118**

Minutes

Present: Dean Graves, David Branch, Jane Hager, Robert Spina, Dana Burnett, John Ritz, Katharine Kersey, Darryl Atkinson, Donald Runyon and Brenda Roth

Absent: None

- 1. Dean Graves reviewed and approved minutes from January 17, 2007.**
- 2. Dean Graves welcomed Darryl Atkinson, representative of eFolletts, University Bookstore and Donald Runyon, Vice President Auxiliary Services.**
- 3. Donald Runyon and Darryl Atkinson reviewed Bookstore's policies and procedures.**
- 4. Dean Graves reviewed online power point presentation entitled "Digital Measures: Strategic Tools for Higher Education."**
- 5. Dean Graves reviewed document entitled "Faculty Exit Interview Process," from Provost's Council on January 9, 2007.**
- 6. Dean Graves reviewed "DRAFT: Department Chair Duties, Responsibilities and Evaluation," from the College of Sciences at Old Dominion University.**
- 7. Dean Graves reviewed Provost Council agenda dated January 23, 2007 and requested Brenda Roth to schedule a demonstration on Degree Audit by Mary Swartz and Chris Davis.**
- 8. Dean Graves reviewed revision from the Provost's Council dated 1/9/07 entitled "Policy for Department Chair Evaluation."**
- 9. Dean Graves reviewed "Evaluation of Associate Deans."**
- 10. Dean Graves reviewed document entitled "Checklist for Meal Reimbursement for Search Committee Members."**
- 11. Dr. Branch reviewed document entitled "Priority List of FY2008 Budget Resource Requests – Darden College of Education".**
- 12. Next meeting is scheduled for Wednesday, February 14, 2007.**
- 13. Meeting adjourned at 10:06 a.m.**