**Administrative Council Meeting Minutes**

**February 18, 2019**

Attendees: Dr. Bill Brown, Dr. Cindy Akers, Dr. Michael Ballou, Jane Piercy, Norman Martin, Linda Whitebread, Dr. Phil Johnson, Dr. Steve Fraze, Dr. Mike Orth, Dr. Mark Wallace, and Dr. Eric Hequet

1. Dr. Brown, Dr. Akers and Dr. Ballou gave a short presentation regarding faculty FTE. They asked the chairs to review their departmental faculty FTE spreadsheets and let them know if any revisions need to be made. They would like to have the correct percentage of teaching and research. Dr. Ballou led the chairs through the model he and Dr. Akers have worked on. Discussion ensued on many of the areas regarding multipliers and capping numbers. At some point, an engagement piece will also be added.
2. Dr. Brown reported that the outcome of the first year of using Digital Measures college-wide looks to be successful. He is very pleased with what the faculty have done this year. He asked the chairs to please check with their faculty to make sure they have entered all of their information.
3. David Snow and David McClure from the Office of Research Commercialization spoke to the chairs regarding Intellectual Property, and the process of filing for patents. They have a new program they are using which will make it easier for them to notify chairs and the dean’s office of what has been submitted and what stage the application is in.
4. Dr. Brown handed out a sample faculty evaluation form for the chairs to look over, and this will be discussed more in-depth at a later date.
5. Jane Piercy reported that the college has received a $1.5 million bequest from the estate of Don C. Dilley, Jr. The gift will be used to create the "Don C. Dilley, Jr. Scholarship Fund."