
Administrative Activities Review

For

The LeBron James Family Foundation

College of Education,

The University of Akron

August 4, 2018

I.) Basic facts and description of the unit.

A.) Mission and goals.

1.) **Our published mission:** The LeBron James Family Foundation College of Education (LJFFCOE) is a learning and teaching community that prepares educational professionals across varied organizations, who are committed to diversity, equity, and excellence, and who conduct, utilize, and critique research through scholarship, leadership, collaboration, inclusive education, innovation, and professionalism.

2.) **Goals:** The goals of the LJFFCOE focus on offering undergraduate and graduate programs that supply public and private school districts with the personnel they need in the areas of primary and secondary educational instruction and leadership. The LJFFCOE is specifically committed to building relationships and serving the urban, suburban, exurban, and rural public districts with their human resource needs regarding teachers, administrators, and researchers. Additionally, the LJFFCOE is committed to providing continuing education opportunities through workshops and seminars. In essence, the LJFFCOE will strive to become an even greater part of the educational and social fabric of Northern Ohio.

B.) Services.

The LJFFCOE is a full-service college whereby both undergraduate and graduate students are advised by professional and faculty advisors.

1.) Critical partners.

The obvious critical partners of the LJFFCOE include the various public school districts in the Northeast Ohio area as well as the private schools that also hire our graduates. Additionally, the LJFFCOE works with the LeBron James Family Foundation, the GAR Foundation, Summit County Head Start, Stark County Head Start, Western Reserve Boys and Girls Club, Akron Art Museum, Akron Public Library, Families of Students with Special Needs, United Way of Summit County, Johnson United Methodist Church, Stan Hywett, Akron Zoo, Center for the History of Psychology, Project Learn, Cleveland Aquarium, Soap Box Derby, First Lego League, and the Summit Education Initiative.

2.) Customers and end-users of services.

The customers and end-users of services include the undergraduate and graduate students that enroll in our programs. The customers of the LJFFCOE also include the school districts with which the LJFFCOE supplies teachers, administrators, and researchers.

3.) Key performance analysis.

The key performance indicators for the LJFFCOE should include both enrollment and a college budget that on a pro forma basis operates in the black. The expectation should be that the four undergraduate programs increase in enrollment as should the remaining graduate programs in existence after academic program review has been completed at the University of Akron.

4.) Brief assessment: Strengths, Weaknesses, Opportunities.

The strengths of the LJFFCOE lie with the undergraduate licensure programs including the Early Childhood Inclusive Teacher Preparation Program (“ECITPP”), Special Education (Mild to Moderate and Moderate to Intensive), Middle-Level Education (various fields), Adolescent and Young Adult Education (various fields) and administrative licenses.

Although the faculty are strong in the areas by which the LJFFCOE offers graduate programs, the enrollment figures for these classes and programs are lower than desired. The LJFFCOE is committed to engaging in marketing and recruitment activities to increase enrollment in these programs.

There do exist opportunities for the LJFFCOE. First, the LJFFCOE could offer more of its curriculum in the school district/partner buildings to both get students greater exposure to the art and science of teaching but also to help the LJFFCOE become more of the social and educational fabric of Northern Ohio. Second, more of our graduate courses could be delivered in an online format to reach teachers and administrators from other regions of Ohio and also those working in positions where coming to a university campus for class is impossible. Third, the LJFFCOE can engage in lab school activities with area school districts/partners such as the I Promise School in Akron and the AIM School in Canton.

C.) Resources.

1.) Personnel.

At one time, the LJFFCOE housed four academic departments and over 20 employees to serve the college. Currently the college houses two academic departments and employs 10 staff and contract professionals to serve the college including one Interim Dean; one Director of Assessment and Accreditation; one Director of Teacher Education; one Student Teaching Liaison; two College Program Specialists; two Administrative Assistants; and two Academic Advisors. With the collapsing of several administrative areas, the college can run lean and still support students, faculty and districts, and community partners. The position of department chair does not need to be filled at this time as the functions of the Department Chair can be conducted by the Office of the Interim Dean. However, the vacant position of Administrative Assistant needs to be filled to support the faculty and departments.

a.) **College Dean.** Currently, this position is held by an Interim Dean who also serves as the permanent Dean of Wayne College. The interim dean

serves as the administrative head of the college and is responsible for managing the human and financial resources of the college, recruiting students, monitoring legislative changes associated with the practice of education, and representing the college externally.

b.) Department Chair. (vacant position for FY 18-19—task absorbed by Dean’s office). This position is responsible for direction and oversight of all matters related to development/program including: program planning and review; faculty training and development; faculty supervision; departmental budget oversight, review and reporting; conduct regular department (s) meetings; represent department/program interests to the dean; adhere to the requirements of the CBA and implement College and University policies; overall leadership and direction to department faculty (RTP, Workload; Merit); work with faculty to ensure student retention, success, job preparation and respond to student concerns and appeals; develop and maintain course schedule; and, hiring and evaluation of adjunct faculty.

c.) Director of Assessment and Accreditation: (1 position). Direct, coordinate, lead and assist in: college and program accreditation endeavors; college and program assessment activities; internal program review and evaluations; state program reviews and evaluations; preparation of and submission of routine and special reports using UA resources and databases; college representative to university assessment committee; and maintain historical records and statistics for college.

d.) Data Research Analyst: (vacant position for FY 18-19—task absorbed by Director of Assessment and Accreditation). Extract, compile and analyze data from: various databases in support of college’s state and federal reporting and accreditation and assessment needs; and, research, collect and interpret data for the purpose of providing information to internal and external offices (college of ed faculty, dean’s office, government agencies, accreditors).

e.) Director of Teacher Education: (1 position). Oversight and development of clinical model of teacher preparation; collaboration between students and faculty and alumni; provide professional development for district hubs; new partnerships with districts; and adhere to state licensure requirements for e-signing licensure applications.

f.) Student Teaching Liaison: (1 position). Coordinate, placement of, reporting on and supervision of: student teachers; field experience; and, university supervisors. Communicates and collaborates with students, faculty, community and P-12 partners with the goal of providing clinical preparation of teacher candidates.

g.) College Program Specialist: (2 positions—currently one serving in other role) Assist with dissemination of information to students on: overall college requirements; admission requirements and processing. Process: degree clearance; cyclical schedule maintenance as directed by department chair; PERC reports; registration and workshops.

h.) Assistant to the Dean: (vacant position—currently being covered by one of the college program specialists). Assist dean in the maintenance of: financial and personnel budgets; TAARs reports; faculty human resources-related needs—hiring process management; grant management; effort coordinator for ECert system; and, communications.

i.) Administrative Assistants: (3 positions total). One position is currently vacant with a search underway, one that serves student services, and one that serves Student Teaching and Field Experience. These positions, collectively, coordinate daily operations as needed; correspondence as directed; various software packages as deemed necessary by assigned department; clerical tasks including phone, mail, incoming visitors; and maintenance of departmental/office records.

j.) Academic Advisors: (2 positions total). Provides information to and works with students on academic/program scheduling and requirements; admissions (application process) and re-admissions processes. Establishes and maintains contact with students to monitor academic progress and eligibility requirements. Participates in retention and recruitment initiatives.

k.) Computer Support Assistant: (1 position). Provides assistance to faculty, staff and students regarding network access; software applications; and use of computer related equipment in classrooms and labs. Maintains and organize technology inventory; schedules use of laptop computers and other laptops as necessary. Maintains college and program websites; maintains accounts: UANet ID's and databases; TK20; other accounts as deemed necessary by dean's office. Monitors and reports on CP system.

l.) Organizational chart. See appendix.

m.) Note on administrative structure of academic departments at LJFFCOE. In May of 2018, Provost Ramsier provided directives on making the LJFFCOE a learner, more singular unit. The administrative staff will work over the next academic year to combine the two remaining academic departments so that the LJFFCOE is a one academic unit college.

2.) Financials. See appendix.

3.) Equipment and technology.

For the most part, the equipment and technology currently possessed by the LJFFCOE consists of Zook Hall and its contents. Zook Hall has adequate learning space for the various and specific fields of teacher preparation (e.g., science and mathematics). However, constant updates will be necessary as the equipment and technology expires

4.) Space.

Since the LJFFCOE can use as much of Zook Hall as it needs, no further space requirements are needed. However, there are large workspaces should be dedicated for the LJFFCOE (i.e., where the LJFFCOE should have control and access to the space) that should be within the domain of the LJFFCOE administration.

II.) Future plans.

A.) Potential changes.

There are no future plans for additional academic programming within the next three to five years. However, the LJFFCOE will look to work with neighboring, public universities to establish collaborations in an effort to develop graduate programs.

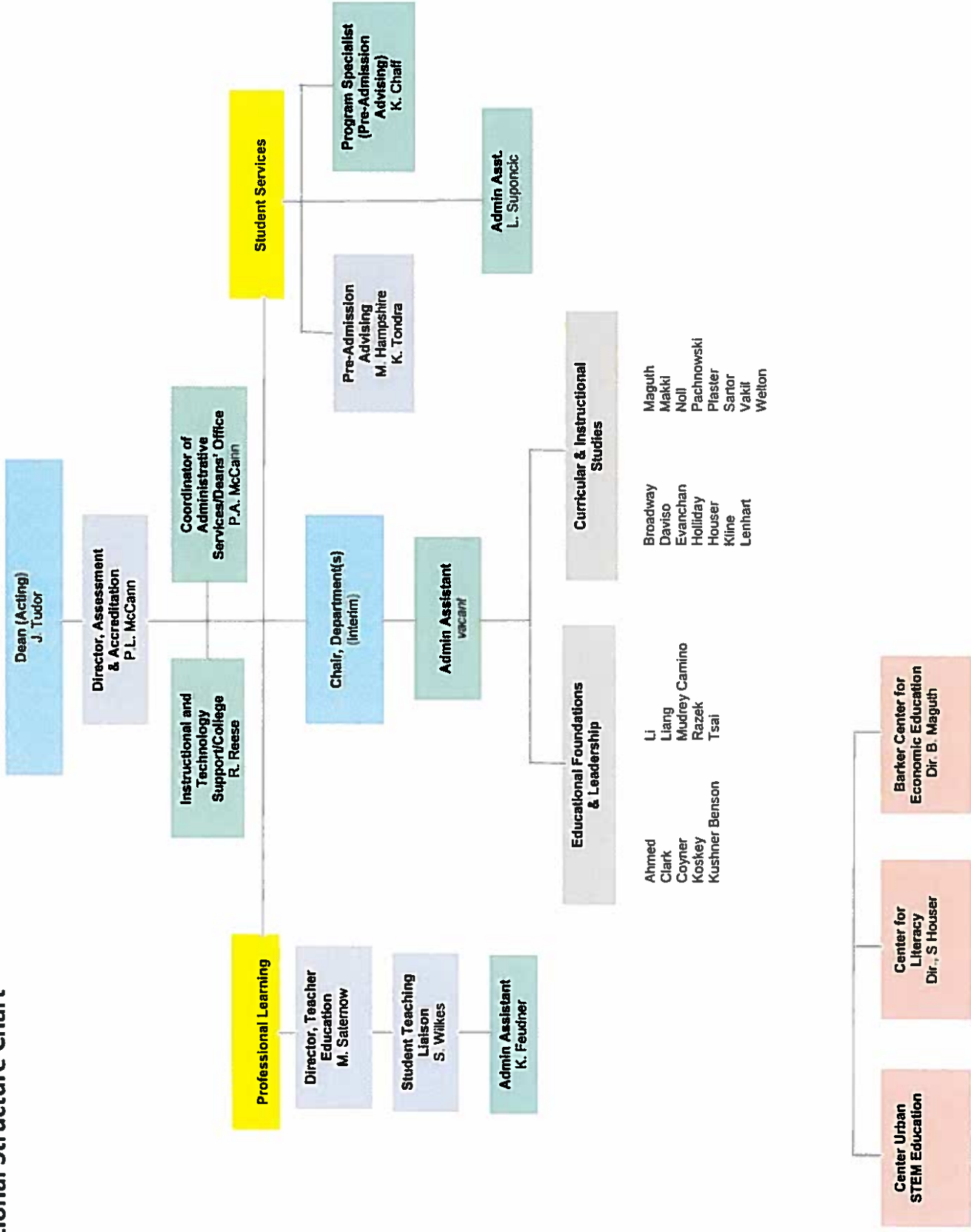
B.) Trends.

The field of teacher preparation and K-12 education is constantly evolving on three fronts. First, evidence-based research continues to reveal new methods of instruction that must be taught to those pursuing a primary, secondary, or multi-age education license. Second, the various state legislatures continuously change policy to which the LJFFCOE must adapt. Third, there is a movement toward greater international collaboration.

C.) Response.

The above-mentioned challenges will be met by an alert, observant, and aggressive LJFFCOE faculty, staff and administration. The LJFFCOE will monitor changes in state policy and incorporate those changes into our licensure programs and incorporate new research into our curriculum and pedagogy. The LJFFCOE will also seek opportunities to collaborate internationally where financially prudent and appropriate.

LeBron James Family Foundation College of Education Organizational Structure Chart



Staff = green
 CP = purple
 Administration = blue
 Faculty = beige
 Center Director = orange

201300 Education - Dean's Office

Fiscal Year	Budgeted	YTD	Remaining to Central
FY14			
Compensation	\$ 990,967.89	\$ 871,044.08	\$ 119,923.81
Other Costs	\$ 126,347.73	\$ 65,487.56	\$ 60,860.17
Total	\$ 1,117,315.62	\$ 936,531.64	\$ 180,783.98
FY15			
Compensation	\$ 711,500.86	\$ 711,404.31	\$ 96.55
Other Costs	\$ 24,076.91	\$ 13,854.63	\$ 10,222.28
Total	\$ 735,577.77	\$ 725,258.94	\$ 10,318.83
FY16			
Compensation	\$ 652,469.66	\$ 652,469.70	\$ (0.04)
Other Costs	\$ 45,236.46	\$ 43,216.28	\$ 2,020.18
Total	\$ 697,706.12	\$ 695,685.98	\$ 2,020.14
FY17			
Compensation	\$ 700,942.28	\$ 700,845.96	\$ 96.32
Other Costs	\$ 62,883.41	\$ 61,369.62	\$ 1,513.79
Total	\$ 763,825.69	\$ 762,215.58	\$ 1,610.11
FY18			
Compensation	\$ 535,370.39	\$ 535,822.96	\$ (452.57)
Other Costs	\$ 74,328.65	\$ 72,476.62	\$ 1,852.03
Total	\$ 609,699.04	\$ 608,299.58	\$ 1,399.46

201303 Education Office of Student Services

Fiscal Year	Budgeted	YTD	Remaining to Central
FY14			
Compensation	\$ 483,457.53	\$ 483,523.97	\$ (66.44)
Other Costs	\$ 1,192.73	\$ 2,552.91	\$ (1,360.18)
Total	\$ 484,650.26	\$ 486,076.88	\$ (1,426.62)
FY15			
Compensation	\$ 359,935.07	\$ 359,908.42	\$ 26.65
Other Costs	\$ 247.65	\$ 567.22	\$ (319.57)
Total	\$ 360,182.72	\$ 360,475.64	\$ (292.92)
FY16			

Compensation	\$	275,418.26	\$	275,430.12	\$	(11.86)
Other Costs	\$	7,422.69	\$	1,896.87	\$	5,525.82
	\$	282,840.95	\$	277,326.99	\$	5,513.96
FY17						
Compensation	\$	150,708.66	\$	150,565.68	\$	142.98
Other Costs	\$	4,651.45	\$	2,104.35	\$	2,547.10
	\$	<u>155,360.11</u>	\$	<u>152,670.03</u>	\$	<u>2,690.08</u>
FY18						
Compensation	\$	260,683.58	\$	260,440.75	\$	242.83
Other Costs	\$	-	\$	-	\$	-
	\$	260,683.58	\$	260,440.75	\$	242.83

201307 College of Education Accreditation

Fiscal Year	Budgeted	YTD	Remaining to Central			
FY14						
Compensation	\$	18,883.73	\$	18,883.93	\$	(0.20)
Other Costs	\$	38,428.68	\$	34,864.44	\$	3,564.24
	\$	<u>57,312.41</u>	\$	<u>53,748.37</u>	\$	<u>3,564.04</u>
FY15						
Compensation	\$	-	\$	-	\$	-
Other Costs	\$	26,464.24	\$	6,796.56	\$	19,667.68
	\$	<u>26,464.24</u>	\$	<u>6,796.56</u>	\$	<u>19,667.68</u>
FY16						
Compensation	\$	6,565.01	\$	6,565.05	\$	(0.04)
Other Costs	\$	21,925.00	\$	21,877.13	\$	47.87
	\$	<u>28,490.01</u>	\$	<u>28,442.18</u>	\$	<u>47.83</u>
FY17						
Compensation	\$	178,628.68	\$	178,628.76	\$	(0.08)
Other Costs	\$	7,000.00	\$	5,709.95	\$	1,290.05
	\$	<u>185,628.68</u>	\$	<u>184,338.71</u>	\$	<u>1,289.97</u>
FY18						
Compensation	\$	157,748.97	\$	157,749.05	\$	(0.08)
Other Costs	\$	2,700.00	\$	674.10	\$	2,025.90
	\$	<u>160,448.97</u>	\$	<u>158,423.15</u>	\$	<u>2,025.82</u>

201330 Education Foundations & Leadership

Fiscal Year	Budgeted	YTD	Remaining to Central
FY14			
Compensation	\$ 2,116,157.57	\$ 2,096,088.62	\$ 20,068.95
Other Costs	\$ 60,636.81	\$ 24,530.52	\$ 36,106.29
	\$ 2,176,794.38	\$ 2,120,619.14	\$ 56,175.24
FY15			
Compensation	\$ 1,789,709.37	\$ 1,789,706.31	\$ 3.06
Other Costs	\$ 70,538.29	\$ 9,016.07	\$ 61,522.22
	\$ 1,860,247.66	\$ 1,798,722.38	\$ 61,525.28
FY16			
Compensation	\$ 1,417,526.99	\$ 1,417,526.25	\$ 0.74
Other Costs	\$ 9,597.00	\$ 7,851.12	\$ 1,745.88
	\$ 1,427,123.99	\$ 1,425,377.37	\$ 1,746.62
FY17			
Compensation	\$ 1,438,640.62	\$ 1,438,640.80	\$ (0.18)
Other Costs	\$ 7,600.00	\$ 6,552.41	\$ 1,047.59
	\$ 1,446,240.62	\$ 1,445,193.21	\$ 1,047.41
FY18			
Compensation	\$ 1,566,063.52	\$ 1,566,096.69	\$ (33.17)
Other Costs	\$ 900.00	\$ 257.25	\$ 642.75
	\$ 1,566,963.52	\$ 1,566,353.94	\$ 609.58

201333 Lebron James Family Foundation

Fiscal Year	Budgeted	YTD	Remaining to Central
FY14			
Compensation	N/A		
Other Costs			
FY15			
Compensation	N/A		
Other Costs			

FY16									
Compensation	\$	111,503.30	\$	9,678.50	\$	101,824.80			
Other Costs	\$	20,660.00	\$	20,261.15	\$	398.85			
	\$	<u>132,163.30</u>	\$	<u>29,939.65</u>	\$	<u>102,223.65</u>			
FY17									
Compensation	\$	48,467.68	\$	48,467.16	\$	0.52			
Other Costs	\$	40,000.00	\$	37.00	\$	39,963.00			
	\$	<u>88,467.68</u>	\$	<u>48,504.16</u>	\$	<u>39,963.52</u>			
FY18									
Compensation	\$	32,372.70	\$	32,372.70	\$	-			
Other Costs	\$	2,521.00	\$	2,521.00	\$	-			
	\$	<u>34,893.70</u>	\$	<u>34,893.70</u>	\$	<u>-</u>			

201340 Curricular / Instructional Study

FY14									
Compensation	\$	2,934,968.57	\$	2,949,778.58	\$	(14,810.01)			
Other Costs	\$	71,503.55	\$	34,181.32	\$	37,322.23			
	\$	<u>3,006,472.12</u>	\$	<u>2,983,959.90</u>	\$	<u>22,512.22</u>			
FY15									
Compensation	\$	2,620,938.27	\$	2,620,938.98	\$	(0.71)			
Other Costs	\$	84,296.38	\$	32,922.12	\$	51,374.26			
	\$	<u>2,705,234.65</u>	\$	<u>2,653,861.10</u>	\$	<u>51,373.55</u>			
FY16									
Compensation	\$	2,455,549.03	\$	2,457,021.79	\$	(1,472.76)			
Other Costs	\$	11,578.00	\$	10,275.10	\$	1,302.90			
	\$	<u>2,467,127.03</u>	\$	<u>2,467,296.89</u>	\$	<u>(169.86)</u>			
FY17									
Compensation	\$	2,302,247.74	\$	2,300,966.27	\$	1,281.47			
Other Costs	\$	13,000.00	\$	11,306.48	\$	1,693.52			
	\$	<u>2,315,247.74</u>	\$	<u>2,312,272.75</u>	\$	<u>2,974.99</u>			
FY18									
Compensation	\$	2,039,956.33	\$	2,039,671.51	\$	284.82			
Other Costs	\$	1,800.00	\$	453.85	\$	1,346.15			
	\$	<u>2,041,756.33</u>	\$	<u>2,040,125.36</u>	\$	<u>1,630.97</u>			

208613 Education - Dean's Reserve

Fiscal Year	Budgeted	YTD	Remaining to Central
FY14			
Compensation	\$ 407.40	\$ -	\$ 407.40
Other Costs	\$ (9,311.00)	\$ -	\$ (9,311.00)
	<u>\$ (8,903.60)</u>	<u>\$ -</u>	<u>\$ (8,903.60)</u>
FY15			
Compensation	\$ 235,689.99	\$ -	\$ 235,689.99
Other Costs	\$ (172,160.00)	\$ -	\$ (172,160.00)
	<u>\$ 63,529.99</u>	<u>\$ -</u>	<u>\$ 63,529.99</u>
FY16			
Compensation	\$ -	\$ -	\$ -
Other Costs	\$ -	\$ -	\$ -
FY17			
Compensation	\$ -	\$ -	\$ -
Other Costs	\$ 7,644.00	\$ -	\$ 7,644.00
	<u>\$ 7,644.00</u>	<u>\$ -</u>	<u>\$ 7,644.00</u>
FY18			
Compensation	\$ -	\$ -	\$ -
Other Costs	\$ -	\$ -	\$ -