

Minutes
Administrative Council - College of Education and Behavioral Sciences
Thursday, January 15, 2004 – 9:30 a.m.
Dean's Conference Room, Tate Page Hall

Members present: Evans, Keaster, Poe, Baker, Haggbloom, Hughey, Matthew (for Daniel), Powers, Schlinker (for Ecton).

Additional information is not yet available on the budget situation. President Ransdell returns to Frankfort tomorrow, and Dr. Evans hopes to know more after that. At this point, Western is expecting a 4.7% cut, with the possibility of an additional 2.5%. If department heads have any ideas on other ways to cut, they should pass those along. They were also encouraged to move rapidly with position searches. Dr. Evans added that the President continues to stress the importance of academic quality and enrollment.

Discussion was held on a document from the Standards Board relative to No Child Left Behind. Department heads were asked to provide Ms. Bryant with the number of copies needed for their respective departments.

Equipment requests should be submitted to Dr. Evans no later than today. Also, the Dean's Office will interaccount the amount spent by C&I for equipment earlier this year. Dr. Metzke has some reconditioned computers available for faculty. Dr. Evans also noted that there may still be some flexibility with carryover funds.

Promotion and tenure was discussed at length. Department heads can expect to be asked to submit their departmental guidelines in the near future. Further discussion centered around maintaining consistency throughout the College, with slight variations between the departments. Dr. Evans clarified the definition of scholarship and said that NCATE has specific guidelines and expectations in that area. There was agreement that a third-year tenure review is helpful. Relative to promotion and tenure, departments should determine the appropriate identifiers for their particular area; however, there needs to be a degree of consistency with the College. As far as evaluations, the same form will be utilized in all departments.

Further discussion was held regarding the assessment of quality teaching. The SITE evaluations are only one aspect of the evaluation of teaching and, while appropriate, are insufficient in making judgments about teaching effectiveness. We need to try to identify indicators that are a true assessment of teaching effectiveness. Dr. Keaster will get back to department heads with a follow up of today's discussion on promotion, tenure, and evaluations.

Brief discussion was held on the possibility of a College advisory group to review tenure and promotion documents. It was agreed that the University policy should be followed precisely, as privacy issues could become a serious concern.

Dr. Keaster reported that three candidates will interview for the Head of CNSA.

If any classrooms need multi-media lecterns for individuals with disabilities, department heads should notify Dr. Metzke. Also, Dr. Keaster passed along Dr. Metzke's message to remind faculty not to remove remotes or disconnect power cords in the classrooms.

Department heads were informed that the reimbursement rates for faculty travel have been increased from \$250 to \$350.

In preparation for the upcoming NCATE accreditation visit, Dr. Keaster asked department heads to be sure that faculty have updated their MIS forms on line.

Dr. Evans indicated that in light of the current budget situation, the College will hold some type of faculty and staff recognition event on April 15 in lieu of a Valentine's reception. Department heads should let Ms. Hartz know what times during the day would be best for this to occur.

As there was no further business, the meeting was adjourned.

Cathie Bryant, Secretary