

Minutes
Administrative Council - College of Education and Behavioral Sciences
Thursday, January 16, 2003 – 9:30 a.m.
Dean's Conference Room, Tate Page Hall

Members present: Evans, Ecton, Filip, Haggbloom, Houston, Matthew (for Becker), Metze, Moore, Mutter, Nims, Poe, Powers, Spugnardi. Roxanne Spencer, Coordinator of the Educational Resources Center, was a guest.

Introductions were made for Ms. Spencer, after which she explained a little about the ERC. She added that the Center is available to provide bibliographic instruction for faculty and tours of the facility. Faculty are encouraged to contact her with fields, titles, publishers, or other materials they would like to be added to the Center's collections. She indicated that there is a pool of \$30,000 to be spent by March.

Ms. Jamie Spugnardi, Director of the Region II Service Center, was introduced to the group and invited to attend any meetings as a member.

Information was distributed regarding a school safety conference.

Dr. Metze pointed out that remotes for the Proximas in classrooms can be checked out from the Ed Tech Center. Dr. Matthew added that faculty need to be aware that the remote has an On/Off switch on the side which needs to be turned off when not in use. Dr. Metze said that laptops can also be checked out from the Center. The long-range plan is to obtain computers for every classroom. All classrooms should have a drop for internet access. If it is found that any of those drops are not active, Dr. Metze needs to be notified.

When asked about plans to go to a laptop university, Dr. Metze responded that funding for such an initiative is not available. There are other alternatives that may be better suited to this University.

Dr. Sanders has indicated his willingness to work on the issue of an open computer lab in Page Hall. He will do everything he can to see that access to the internet is not slowed down. Dr. Metze pointed out that a classroom in the building will have to be given up to find space for such a lab, and security becomes even more of an issue. A final decision on having an open lab in the building will be delayed until all departments have provided their input on the issue. Dr. Metze added that lab assistants are checking all classroom doors to be sure they are locked around 8:15 or 8:30 each night. The facilities staff will open them in the mornings when they arrive. Dr. Evans needs to be notified of any problems encountered with this system.

Dr. Evans asked department heads to stress to faculty that all office areas need to be locked after hours. He has found many unlocked doors at night.

Dr. Evans expressed his desire to maintain the College's international initiatives – if issues at home are addressed first. Dr. Houston spoke further about the MAE program and GATE Project in Mexico. Department heads were asked to take this information back to their faculty to obtain feedback on whether they want the College to continue the initiatives. Further comments were made on the importance of a global focus in teacher education. Dr. Houston indicated that GATE Committee members would like to meet with faculty at departmental meetings to discuss the GATE Project and answer any questions. Dr. Evans added that there is the possibility of funding through the Coca Cola Foundation as well as other possible sources if we choose to continue our international initiatives.

Department heads should have received information on the February 1 Spring Preview Day. Dr. Evans would like to know plans that the departments have for participation in this event. Also, with the organizational changes in the College, some of the banners are out of date. If new banners are needed, contact Dr. Evans.

Relative to the organizational changes, the question was raised about the purpose of the School of Teacher Education. Dr. Evans gave a background on that decision and added that it is basically only on paper. With SACS and NCATE, a decision needs to be made as a College on whether this entity serves a purpose. If faculty feel that it serves no purpose, a letter should be sent to Dr. Evans. He will endorse the recommendation and forward it to Academic Affairs to be submitted for approval to the Board of Regents. As it now stands, it is hard to defend, but he would like to hear from departments before a final decision is made.

If departments have faculty position announcements they would like to send to the Annual AACTE and ATE meetings, they should get approximately 50 copies of those materials to Dr. Evans soon. Dr. Evans added that Dr. Haggbloom is chairing the search committee for the new department which will include elementary, middle, and secondary education.

Dr. Evans expressed his concern that syllabi need some major improvements relative to incorrect information, grammatical errors, and other problems. Department heads were asked to review syllabi, as they need to be cleaned up by the end of February. Dr. Poe stressed that information in syllabi needs to match what is in the catalog, particularly titles and course descriptions.

Dr. Metze stated that most of the syllabi are on ETC's website, and it is easy to assist faculty with making changes. If they are on the University server, he can't help with that. Faculty need to be sure to change information on both Topnet and ETC.

Department heads were asked to review the information on the agenda concerning the visit by the Bowling Green High School Future Educators of America. This item will be put on next week's agenda.

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

Cathie Bryant, Secretary