

Minutes
Administrative Council - College of Education and Behavioral Sciences
Thursday, January 17, 2002 – 9:30 a.m.
Dean's Conference Room, Tate Page Hall

Members present: Adams, Evans, Brantley (for Filip), Cooke, Crews, Ecton, Fong, Haggbloom, Houston, Metze, Mikovch, Moore, Nims, Poe. Ms. Hartz was present for a portion of the meeting.

Dr. Adams asked department heads to notify her if they are experiencing problems with payments to vendors, as Dr. Burch has asked that those concerns be forwarded to her. Ms. Hartz added that fewer problems occur with the use of procurement cards, and she recommended using them whenever possible. It would also be helpful if card limits could be higher so that they could be used more often.

Ms. Hartz was asked to remind everyone to fill out a new online travel voucher each time a trip is taken, as opposed to calling up a previous voucher and changing the information. In many instances, incorrect information has remained on a voucher when they are done in this manner. The Controller's Office recommends that individuals save only the top information in a file and call that up each time they fill out a new voucher. Also, small trips should be accumulated and submitted on one voucher rather than submitting several vouchers for small amounts.

Ms. Bryant reminded everyone of the new vacation, sick leave, and attendance reporting system which was implemented January 1, 2002.

Ms. Hartz reported on the new auditorium technology. Dr. Metze has expressed his willingness to conduct demonstrations for any interested departments. Anyone wishing to use the equipment will need to receive instruction. Ms. Hartz added that the microphones are working, a lavalier is now available, and a lapel microphone has been ordered.

Dr. Adams pointed out that the Form 4 Self Audit Reports are being redone, and now require the Dean's signature. Dr. Crews indicated that the University is going back to the old system of having four forms (1, 2, 3, & 4).

Dr. Metze commented on security issues particularly relative to computers in the classrooms. He suggested that if computers are put in the classrooms that currently have projection systems, the lab assistants could lock and unlock those rooms. Brief discussion followed.

Dr. Adams reported that the College has made great strides in course and program offerings at off-campus sites, and she feels very positive about what has been done. Funds have been allocated to hire an additional person in Owensboro and Elizabethtown, which will allow the entire block sequence to be offered in the fall and the spring. In addition, we now have a "no exceptions" rule for admission to teacher education and student teaching. Dr. Houston was commended for her work with the extended campus centers. Also, Dr. Moore was commended for his work with the Transitions to Teaching program.

Information was distributed and discussed relative to off-campus course offerings in Educational Administration, Leadership, and Research. Dr. Ecton said that GRREC superintendents are very willing to share information with their district personnel.

Dr. Adams announced that the College has received another gift from Cliff Todd. He is interested in some type of center being set up at Western dealing with the life span. Dr. Adams will be meeting with department heads as far as plans for such a center.

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The College has also received a gift from former Governor Nunn to establish a Kentucky Teachers Hall of Fame. A display cabinet will be built in the lobby to house plaques and other materials on four individuals to

be chosen annually by a selection committee representing all areas of teacher education. Plans call for each individual to receive \$1000 and an additional \$1000 to be designated by each honoree for one scholarship for a student in teacher education. These winners would be in residence at the University for a few days during which several activities would be planned.

A former faculty member in Tennessee has left money to Western to be used for scholarships for teacher education students coming from Wayne County, Kentucky. There is a possibility that more money will be forthcoming from the estate.

Dr. Houston asked department heads to forward to her their requests for ITV courses for fall 2002. Dr. Burch has offered her support regarding scheduling two ITV courses back-to-back per night. Further discussion followed, and Dr. Cooke added that, as needed, the Advanced Technology Center can broadcast classes from its site.

Dr. Houston indicated that the extended campus directors may send lists of courses they would like to offer at their sites. If department heads receive such a list, they should notify Dr. Houston so that she can respond to those requests. Dr. Adams pointed out that department heads are not required to offer individual courses as requested outside of whole programs.

Dr. Poe discussed the Bachelor of Arts in Educational Studies degree and distributed a draft document and a summary of comments. Considerable discussion followed, and agreement was reached that some of the course descriptions would need to be cleaned up. Dr. Adams added that in the future we will be able to update the catalog on line as changes are approved.

Dr. Evans cautioned against not following the knowledge base, as it could give the wrong message regarding standards and requiring certification to go into the teaching field. Also, several of the identified courses have field experiences, which could have an impact on school districts and their willingness to work with us on this program. He opposed putting resources into a program that doesn't put teachers in the field. Dr. Adams asked department heads to review Dr. Poe's draft document and provide any feedback or input they feel is necessary. They should also look at whether the College has other programs that might lend themselves to this and be prepared to discuss the issue again in the next few weeks.

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

Cathie Bryant, Secretary