

Minutes
Administrative Council - College of Education and Behavioral Sciences
Thursday, January 18, 2007 – 9:30 a.m.
Dean's Conference Room, Tate Page Hall

Present: Evans, Poe, Daniel, Fiene, Haggbloom, Hughey, Kaufkins, Lich, Metze, Mikovch, Powell, Powers. Ms. Lana Riney was a guest.

Introductions were made for Ms. Riney, the College liaison with the Career Services Center. She then gave a brief presentation on programs offered through the Center and indicated she would like to attend departmental meetings to share this information with faculty. She also plans to meet with students and asked department heads to get the word out about programs in the Center. Discussion was held on the possibility of conducting some type of College program related to advising during advising week in March. This activity would be geared toward undeclared education students or those who are unsure of their current area of study. Dr. Evans commented further on how this relates to the goal of increasing enrollment. It was agreed that a decision should be made soon in order that information can be included in the brochures for advising week.

The rescheduled meetings on the architect's final document will be held next Tuesday and Wednesday with Dr. Metze. The purpose of these meetings is to check accuracy of the document, not to make changes. Concern was expressed regarding the expectation to increase enrollments.

The document on meeting enrollment growth goals was distributed and discussed. We will need to focus on graduation rates as well as enrollment growth, particularly with regard to CPE. Further discussion was held on tuition, state, and appropriation dollars as they relate to an increase in enrollment. Unit heads were encouraged to be thinking about a plan for future goals, as they will be asked to report on those goals as well as on past performance. These reports will serve as a baseline in documenting success. Dr. Evans stressed the importance of marketing in this area.

Informational documents on the proposed Ed.D. were distributed.

Dr. Evans announced that his trip to Malaysia may be postponed to later in the semester.

The document on website subcommittee recommendations was distributed for information. Dr. Evans noted that Usmaan Shakil in the Ed Tech Center is charged with working on College websites.

Since a faculty member in Psychology serves as Director of FaCET, it was agreed that the Faculty Associate in the Center should probably come from another college.

Discussion was held on the upcoming ATP process. Dr. Libby Jones has expressed interest in helping with the selection of a book. Dr. Metze indicated that a location has been reserved for students to enroll on line for classes after meeting with their advisor. Dr. Evans added that he has worked with Dean Kahler on making that possible. In addition, he is looking for student ambassadors for our programs. If department heads have any students they feel would do well in that capacity, names should be submitted to him as soon as possible.

Dr. Evans spoke briefly concerning presentations we will be doing on research and economic development. Tennessee will take the leadership on this.

Department heads should be thinking about the SWOT document, particularly focusing on current activities as well as those we may be able to tap into. Information on the number of times faculty research is cited could be helpful. Activities in which faculty have engaged should be considered when looking at unit strengths. Further discussion followed concerning ways to better advertise our strengths. Dr. Evans pointed out that Edvantia will help with this. In the near future, department heads will be asked to meet with Dr. Evans to discuss staffing needs.

Dr. Evans is very pleased with the productivity of faculty, as documented in faculty evaluations. Additional discussion was held on ways to capture that information. He plans to meet with department heads to discuss further ideas. It was agreed that our concern should be voiced relative to the demands placed on us with a February 2 deadline date.

Information was distributed on the New Teacher Center at the University of Memphis.

Department heads were reminded to forward comments to the Graduate Council. Brief discussion followed. The deadline is January 19, and Dr. Evans emphasized the relationship of the Professional Education Council. Drs. Powers, Atwell, and Nims are the College representatives to the Graduate Council.

Plans for the College student awards ceremony will be discussed at the next Council meeting.

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

Cathie Bryant, Secretary