

Minutes
Administrative Council – College of Education and Behavioral Sciences
Thursday, January 20, 2011 – 9:30 a.m.
Dean's Conference Room, GRH

Present: Evans, Poe, Norman, Applin (for Powers), Caldwell, Gott (for Carter), Kline, Schlinker, Winger (for Haggbloom). Dr. Gordon Baylis was a guest.

ADA – Information was distributed and explained.

Research – Introductions were made, and Dr. Baylis discussed his role as Vice President for Research. He indicated he could possibly help with faculty recruitment via financially or through other methods to attract quality candidates. He stressed that his office is a resource for us. Faculty load and its impact on research was discussed. The ideal situation would be 60% teaching, 20% good citizenship, and 20% research. Proposals are welcomed. It is expected that a grant writer will be hired after the new Director of Sponsored Programs is here. Depending upon the use of the grant writer, it is possible that colleges can contribute toward a second grant writer.

New Building – Dr. Evans gave a brief update. Be sure all concerns are given to him or to Sharon while the furniture/contractors are still here. Individuals will be stationed at the doors on first floor for the first two days of classes to hand out maps of the building. The suggestion was made that syllabi include a statement that no food or drinks are allowed in the auditorium.

Web Redesign – The University is redesigning the webpage, and all other pages will follow a standard look. Tony Kirchner and Usmaan Shakil will represent the college on that initiative.

ADA – Please review, particularly ways in which faculty mental health might manifest itself.

Student Refunds – Brief comments were made.

Position Descriptions – Brief comments were made.

University Distinguished Professor – The timeline will be adjusted somewhat.

Administrator Evaluations– Policies are being developed.

Travel Forms – A university form will be coming out; however, we will continue to utilize ours.

Curriculum Vitas – An update was given; Tony Kirchner has access for the college.

Budget – Lengthy discussion was held.

Building Dedication – The dedication is scheduled for Friday, April 29, at 2:00pm. The Governor, General Assembly, and other VIPs will be invited. A reception will follow after the ceremony.

NCATE Visit – Dr. Norman gave an update on the upcoming NCATE visit March 28-29.

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

Cathie Bryant, Secretary