

Minutes
Administrative Council – College of Education and Behavioral Sciences
Thursday, January 24, 2013 – 9:30 a.m.
Dean's Conference Room, GRH

Present: Evans, Pope-Tarrence, Walters, Kirchner, Norman, Baker, Applin, Kline

Guests: Ellen Gott represented Fred Carter, Whitney Hall

CEBS Staff: Whitney Hall was introduced as the new CEBS Public Relations Specialist. Whitney will be working with CEBS faculty/staff to market college programs and initiatives.

Pam Pierce has been hired as the new Certification Advisor. In addition to advising, Pam will work with Whitney and Tammy on publication of the CEBS magazine.

Student Enrollment: Spring semester enrollment numbers were discussed.

CAD Documents: Unit heads were asked to provide feedback concerning policies distributed at the January 16 CAD meeting. This information is due to Dr. Evans by January 29.

REACH Week Conference: The REACH Week Conference is scheduled for March 23. Dr. Farley Norman and Dr. Andy Mienaltowski are helping with the coordination of the conference. Additional faculty assistance is necessary in organizing the event.

Annual Evaluations: Staff evaluations are due by January 31, 2013.

CEBS Annual Faculty Evaluation Summary: An example of a newly formatted evaluation form was distributed. Discussion. Eventually the same evaluation summary form will be used college-wide. Departmental promotion and tenure documents must be aligned with the college-wide annual faculty evaluation form. After reviewing with respective faculty, unit heads are to submit comments/suggestions to Dr. Kline.

Graduate Assistantships: Sharon discussed graduate assistantship hiring processes, stipends, and tuition waivers. Discussion.

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

Tammy Spinks, Secretary