

Minutes
Administrative Council – College of Education and Behavioral Sciences
Thursday, February 2, 2012 – 9:30 a.m.
Dean's Conference Room, GRH

Present: Evans, Applin, Caldwell, Carter, Haggbloom, Kline, Metze (video), Norman, Pope, Powers, Schlinker

T&E Cards – Concern was expressed regarding misuse of the cards by charging very expensive meals.

Promotion and Tenure – Unit heads were asked to review their documents as far as consistency with the *Faculty Handbook*. If revisions are needed, please inform Dr. Evans. Otherwise, documents should be forwarded to him electronically to be sent to the Provost.

Classroom Furniture – Unit heads were asked to remind faculty not to sit or stand on the tables or use them in any way other than what they were designed for.

Websites – There will be certain guidelines for websites across the university, and all units will need to adhere to those guidelines. Comments were made concerning difficulty in navigating some sites and redirecting old URLs.

Herald Articles – Brief comments were made.

Printing Costs – Discussion was held relative to the limit placed on copies that students can make, particularly for some of the students out in the schools.

Faculty Handbook – The University Senate is responsible for the handbook and will be forming a committee. One tenured faculty member from each college will serve on that committee with membership terms to be rotated. Our college's representative will start with a 3-year term. Nominations are needed from units by the first of next week.

Associate Dean Search – Dr. Schlinker will chair that committee. A member is needed from each unit, and it would be helpful if the individuals could either be involved in the curriculum process or with applications for graduate admissions. Provide names to Dr. Evans by next week.

Cluster Hires – Make sure that the chair of that committee is in touch with the chair of the other committees in that cluster. Discussion followed.

Scholarship – Dr. Evans noted that a scholarship is now available for a veteran.

NCHA Survey – It is suggested that this survey be conducted face-to-face. Discussion was held, and it was pointed out that it is the faculty member's choice whether to participate. Dr. Evans noted that one of our doctoral students will be conducting research on undergraduate advising at WKU.

Pedagogical Tracks – This was approved by CAD, but it is the faculty member's decision. Only a small number can do this across the university. Further comments were made, particularly related to the evaluation of teaching.

Promotion and Tenure Committees – Brief discussion was held on promotion and tenure being considered by additional committees beyond the departmental level.

Environmental Health and Safety Policy – The director of that office may be invited to a future meeting of this group.

Budgets – Discussion was held concerning budgets. Dr. Evans indicated that several development functions are being planned for the college in Elizabethtown, Louisville, Glasgow, and Owensboro.

Graduate Assistantships – Information was distributed and discussed relative to the MAP and graduate assistants, which was approved yesterday by CAD. Greater accountability will be a main focus, along with scholarships. Further discussion was held regarding the rationale for assistantships. Unit heads need to be thinking about this issue, especially how current assistantships would be impacted. We need to consider our plans for developing their knowledge and skills related to their career goals and whether the proposed policy would create more of a burden. Also, further discussion was held concerning the use of some type of measure of a GA's capacity for success in graduate studies if they receive an assistantship. Any concerns on these issues should be forwarded to Dr. Evans.

Guest Lecturer – Dr. Mike Schmoker will be on campus February 13 and 14 for the Wedge Lecture Series. Flyers will be sent in the very near future.

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

Cathie Bryant, Secretary