

Minutes
Administrative Council - College of Education and Behavioral Sciences
Thursday, February 3, 2005, 9:30 a.m.
Dean's Conference Room, Tate Page Hall

Members present: Evans, Brotherton, Daniel, Fiene, Haggbloom, Greenwalt (for Hughey), Keaster, Metze, Poe, Powers

Dean Evans called the meeting to order.

Discussion/Handouts/Announcements

1. **Graduate Assistantships**--Dr. Evans stated that everyone had turned in their comments and consensus was that more graduate assistants were needed.
2. **Student Awards Ceremony**—Steve Haggbloom and Sherry Powers said their departments thought a dinner with students inviting faculty was a good idea. Jeanne Fiene said Educational Administration, Leadership and Research were in support of having both graduate and undergraduates recognized at this ceremony. Steve Haggbloom agreed to chair a committee to set up plans for this ceremony. The committee will decide on the date, whether it will be a luncheon or a dinner, whether to have graduate and undergraduates, who will be invited, etc. It was suggested to have this event at South Campus.
3. **Faculty Awards**—Dr. Evans passed around a handout on this. No discussion at this time.
4. **Promotion and Tenure Portfolio**—Dr. Evans said that if the faculty preferred for just the data part to come forward that was alright with him. It was stated that faculty must make a case for themselves beyond the SITE Evaluation. It was agreed it would be helpful in the portfolio to provide a summary of SITE information. For example, what are the trends, evidence of growth, etc. Having a letter in the front of the portfolio has proven to be quite helpful in the past. Dr. Evans will talk to Dr. Burch about the possibility of using electronic portfolios in the future.
5. **Mentoring Program** – handout
6. **Outstanding Graduate Student Nominations**—Nominates are due Thursday, March 10. Departments need to be thinking about this.
7. **Faculty Workshop on Tenure/Promotion**—Ric Keaster handed out a draft of an upcoming workshop that will be held on February 11 at 2:30. Department Heads were to encourage their junior faculty to get their comments on these feedback areas to Ric as soon as possible. The panelists for this workshop will be Sam Evans, Sherry Powers, Aaron Hughey, Bill Greenwalt, Dan Roenker, with Ric Keaster as the moderator. All senior faculty members are encouraged to attend as well.
8. **Making Connections with CEBS Students: A Plan to Enhance Advising and Improve Retention**—Retta Poe passed around this handout. This will be discussed at the next meeting.
9. Dr. Evans told the members that Military Science will be presenting information on leadership at the next meeting.

10. **Space Needs**—Dr. Evans stated there is a problem at this time in finding space for all our new hires, especially in the SIP department.
11. **Mexico**—Dr. Burch has been in conversation with individuals in Mexico regarding graduate programs. Dr. Evans asked that department heads be thinking of a person who might be who might be especially interested in international programs from our college. Dr. Burch said there is a fair in Mexico where students can go who are interested in graduate programs.
12. **Announced for information**—Issues on personnel records will need to be discussed in more detail. Also Dr. Evans has to sign off on all SACS documents that he reviews.

As there was no further business, the meeting was adjourned at 10:50 a.m.

Susan Krisher, Secretary