

Minutes
Administrative Council - College of Education and Behavioral Sciences
Thursday, February 5, 2004 – 9:30 a.m.
Dean's Conference Room, Tate Page Hall

Members present: Evans, Keaster, Poe, Baker, Daniel, Ecton, Haggbloom, Hughey, Metze, Mikovch, Powers.

Dr. Evans commented briefly on the information items. There was no further discussion.

Ginny Pfohl was nominated from Psychology to serve on the University Experience Steering Committee. The other slot will be filled by a faculty member from Curriculum and Instruction.

Dr. Hughey agreed to serve as the College representative for the Teacher Scholars Collaboration Program with Murray. For information, Dr. Evans distributed copies of an article on demonstrating good teaching, taken from the magazine *Syllabus*.

Considerable discussion was held on Web courses, particularly relative to fees and the interpretation of the current definition of such a course. The current definition is: "An on-line course in which there are no more than two face-to-face meetings during the term in which the course is offered, and/or a course that is designed to be fully self-contained on the Web." Department heads were asked to submit feedback and concerns about this issue via email to Ms. Bryant.

The President is currently meeting individually with each Regent concerning budget cuts. On February 12, the deans will be given detailed descriptions of what items are on the table for possible cuts; and on February 13, the Board of Regents will meet to finalize the recommendations. Department heads can expect to receive an e-mail from the President in the near future, but specifics may not be outlined. Dr. Evans added that the University is looking at tightening up the use of University cell phones as well. He pointed out that, basically, the University is moving to line item budgeting. It is expected that specific information will be shared at the next Administrative Council meeting.

Department heads were asked to provide justification to Dr. Evans ASAP for anyone teaching less than 12 hours.

Promotion and tenure recommendations will be submitted to Academic Affairs this afternoon.

Brief discussion was held on concerns regarding the use of the same performance appraisal form for administrators and staff.

Copies of the Independent Studies form were distributed and discussed. Dr. Poe urged department heads to ensure that students submit some type of proposal outlining a clear set of expectations about the student's plans. Department heads were also reminded to wait until the approval process is complete before providing clearance for a student to register for an independent study course. Dr. Poe hopes to bring this issue back to the table next year to discuss possible elimination of the form.

Dr. Metze asked department heads to provide him with information on rooms that need handicap-accessible lecterns. Brief comments followed.

Dr. Metze reported that the results of the technology survey are posted on the ETC Website. Also, if anyone feels the need for a remote mouse, those should be ordered through him.

Brief discussion was held on wireless access in classrooms. Dr. Metze remarked that our students should be familiar with that technology because the schools are moving in that direction. The issue is being studied.

Comments were made relative to the state budget, particularly the Governor's mandate that classroom teachers receive a salary increase, although funds were not allocated for that purpose. Also, the increase excludes non-classroom personnel.

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

Cathie Bryant, Secretary