

Minutes  
Administrative Council - College of Education and Behavioral Sciences  
Thursday, February 6, 2003 – 9:30 a.m.  
Dean's Conference Room, Tate Page Hall

Members present: Evans, Poe, Becker, Ecton, Ferguson, Filip, Haggbloom, Metze, Mikovch, Moore, Nims, Powers, Storey. Jennifer Howard, Tony Kirchner, Carl Myers, and Antony Norman were guests for a portion of the meeting.

Tony Kirchner, the new Manager of the Educational Technology Center, was introduced.

Dr. Evans reported that of the original 900+ students whose grades were not posted before Christmas, 67 still have not been posted. None of those are from our College. He expressed his appreciation for the faculty's efforts in submitting grades.

Dr. Poe indicated that there may be some flexibility with the February 28 deadline for final assessment reports. It was agreed to invite Dennis George to meet with individuals from the College on February 21 at 1:00 regarding the assessments. Department heads were asked to let Ms. Bryant know how many people they will be bringing so that Dr. George can have the appropriate number of materials. Dr. Evans added that both he and Dr. Poe will be out on that date.

A concern was expressed regarding the decision that no MAE program at the University will have a research tool anymore. Dr. Poe responded that the proposal to eliminate it had been discussed at previous Administrative Council meetings and that unit heads were encouraged to share the proposed change with faculty members in the appropriate departments. Feedback to the Administrative Council was favorable for removing the research tool requirement, and the proposal was approved through the curriculum approval process. Minutes of the Administrative Council and curriculum committees in the College are posted on the College website. With the elimination of the research tool, all units will need to ensure that each program within the MAE has a research foundations course.

Another concern was expressed regarding the name for the new Department of Curriculum and Instruction. Dr. Evans indicated that as the name had just been approved by the Board of Regents, it would probably not be changed in the near future. At a meeting with the Elementary and Middle Grades/Secondary Education faculty members in December, Dr. Burch asked faculty to send ideas to her regarding a name for the unit during the break. As of mid January, Dr. Burch had not received any feedback on a name; therefore, a decision was made in the Provost's Office.

Considerable discussion was held regarding data for NCATE. Dr. Norman distributed and explained materials on the New Teacher Survey. He asked department heads to discuss the information with their faculty. Another survey will be conducted on student teachers. Information was also distributed relative to a graduate teacher educator survey for graduate programs. Feedback on that survey should be submitted to Dr. Evans by the end of February. Dr. Norman added that the URL could be posted for students to complete the survey on line. In addition, the matrix for NCATE Standard 2 was distributed and discussed. Department heads were asked to look at their programs relative to what data they currently have, and fill out the form and return it to Dr. Norman by the end of February.

A list of vitas currently on file was distributed. Dr. Evans indicated that paper copies of all vitas for faculty involved in teacher education are needed by February 14, to include optional retirees. Information on adjunct faculty will be collected next year.

The Bowling Green High School FEA has agreed to participate in the GRREC rally planned for later this semester. An individual has been employed through GRREC and WKU who will be coordinating this event, and they will be contacting the Dean's Office when plans are being made.

Problems are being experienced relative to prospective students who come to campus for tours and then visit departments unexpectedly to obtain information on programs. The tours usually end around the noon hour, and faculty are not available to talk with these students. Dr. Evans will be working with the Admissions Office to address this concern so that departments are notified of individuals who may be planning to visit.

Dr. Metze reported that digital cameras are missing from the lab. Department heads were asked to encourage faculty to return any equipment they may still have. He added that students from ETC are locking all classrooms in the evenings Monday through Friday. The concern was raised that doors are remaining open after events that occur on the weekends.

Discussion was held on access to faculty SITE evaluations. It was agreed that the policy should remain as is. If concerns are raised by extended campus coordinators, discussions should be held with the respective department head rather than expanding the number of individuals who would have access to those evaluations. Communication is important relative to this issue.

Dr. Evans reported that the information we are receiving indicates P-12 will not take a budget cut. The 9.2% cut will be shared among other agencies, WKU included. We need to operate at this point on the assumption that we will have the same resources next year but with a 6% increase in students. It is expected that the 6% estimate could be high, as students may be registering earlier than last year. Before next week's meeting, unit heads should be thinking about this issue and how they plan to address it. Some possibilities being considered are to increase class sizes, look closely at classes with low enrollments, cap admission, increase tuition, or place surcharges on some items. The College will need to develop a plan.

Currently, the University is short 121 faculty positions. Previous information indicated a shortage of 75 positions. We have been told to proceed with filling vacant positions for which permission has been received. Department heads were urged to move rapidly on that. If applicant pools are small, they will need to be looked at.

Dr. Evans indicated that all travel will now require approval at the division level. For us, that is the Provost; however, she has delegated the responsibility for monitoring travel to the deans. Faculty should complete the commitment form prior to traveling. Travel for grants is somewhat different, although department heads need to monitor it as well. This does not apply to work-related travel. Dr. Evans added that personal service contracts are also being scrutinized.

The policy for receipt of indirect funds has changed. The University will retain 25%, and 15%-up to \$1.5 million-will go into an incentive pool. If it is over \$1.5 million, the University will retain 32.5%, with 7.5% going into the incentive pool. Of the total going into the incentive pool, \$60,000 will be used to help with patents. The policy will be administered through the Research Foundation.

Concerns were raised regarding the work environment. Dr. Evans said that he and Ms. Hartz will try to meet with Dr. Tice to address these concerns.

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

Cathie Bryant, Secretary