

Minutes
Administrative Council - College of Education and Behavioral Sciences
Thursday, February 10, 2005 – 9:30 a.m.
Dean's Conference Room, Tate Page Hall

Members present: Poe, Keaster, Brotherton (for Baker), Daniel, Fiene, Haggbloom, Hughey, Mikovch, Powers.

MAJ Brotherton discussed the Leadership Survey, adding that he would be meeting individually with department heads on faculty participation.

Discussion was held on graduate student awards criteria. Drs. Haggbloom and Powers were asked to work together on addressing concerns expressed.

Dr. Keaster asked for feedback on the faculty awards process, particularly relative to concerns regarding the evaluation of advisement. Brief comments were made on the allowance of prior experience at institutions other than Western in determining the tenure date.

Department heads were reminded that the terminal degree is required for faculty teaching graduate courses. Without the degree, strong documentation on the individual's expertise in the field would be required. Dr. Poe added that, in the near future, each dean and appropriate department heads will be invited to Academic Affairs to review files of faculty whose credentials have been questioned.

Department heads were asked to notify Ms. Bryant of faculty who are interested in attending the Intellectual Property Workshop.

All faculty and staff are encouraged to attend the ERC Valentine's reception on the 14th.

A volunteer is needed to represent the Dean's Office at the February 24 UCC meeting.

Dr. Evans asked for information from department heads on Academic Quality II fund requests. Requests should include rationale tied to the University goals and student engagement. Dr. Evans added that the fund can be used to support additional student worker monies and possibly travel for supervision. Requests can also be included for one-time operating needs to be added as a permanent part of the departmental budget.

Input was requested on ways to address the allocation of the temporary funds for this year.

The topic on advising/retention/OAR will be discussed at a future meeting.

Dr. Evans would like department heads to be thinking about whether they want to use College funds to improve the quality of undergraduate and graduate advising. If anyone has strong feelings, they should let Dr. Evans know today. Also, if it is determined that a Student Success Coordinator is needed, department heads should be thinking about specific responsibilities for that position.

It was noted that Dr. Luther Hughes is the official University Ombudsman for students who have questions or problems. This topic, as it relates to advisement, will be revisited.

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

Cathie Bryant, Secretary