

Minutes
Administrative Council - College of Education and Behavioral Sciences
Thursday, February 13, 2003 – 9:30 a.m.
Room 421, Tate Page Hall

Members present: Evans, Poe, Becker, Ecton, Filip, Haggbloom, Moore, Nims, Powers.

Dr. Poe explained that Dennis George will be discussing assessment at the February 21 meeting, particularly relative to the differences between student and program assessment and how the data can be used for both. He will also clear up information on the assessment plans.

Dr. Evans indicated that the FIPSE grant is only a pre-proposal. If Western participates, someone will coordinate that effort.

Only one faculty member has expressed an interest in attending the Pathways Conference. If other faculty are interested, Ms. Bryant needs to be notified by the end of the day.

Equipment fund requests need to be submitted to Dr. Evans before the end of the day.

Dr. Poe will be attending an NCATE workshop in Washington April 30-May 3. Dr. Evans said he would support two additional individuals if anyone else is interested in attending.

Dr. Evans announced that Western's pass rate on the Praxis II for Cohort 3, academic year 2001-2002, was 99.3%. Department heads were asked to share this information with their faculty, as it is quite commendable.

Discussion was held on EDFN 500, specifically concerning alternate admission and making the course a requirement within the first 12 hours. Dr. Evans asked department heads to discuss this issue in their units and be prepared for further discussion at a future Administrative Council meeting.

Dr. Poe discussed alternate admissions for the ESLI students. There was consensus that she should go ahead and forward a letter to Dr. Gray indicating that the College recommends we not accept ESLI students and the TOEFL should be required. Department heads were urged to caution faculty not to pass students who have not met course requirements.

The suggestion was made that the two college curriculum committees be combined, with an undergraduate faculty member and a graduate faculty member representative from each department. It would become one committee with a sub-committee of graduate faculty to address graduate curriculum issues. The undergraduate items could be considered first, and then the graduate faculty members would stay to address graduate items. Consensus was reached to implement that suggestion.

Considerable discussion was held on budget issues. Dr. Evans reported that higher education in general will take a 2.6% cut. Because of Western's enrollment growth, our cut will be a little over 2%. It will be covered this year through unbudgeted tuition revenue, but how it will be covered next year is uncertain. The University is short \$700,000 for the amount needed to fill vacant positions for 2003-04. Therefore, departments are being asked to prioritize their faculty positions. Dr. Burch has indicated that departments should continue with their searches, and a line will be drawn to separate those positions that will be filled and those that will require additional permission prior to continuing the search. If a department has a strong candidate for a position below the line, justification must be made for Dr. Evans to make a case to Dr. Burch. At that point, Dr. Burch will review the request and, if warranted, take it to the President.

The University will be looking at the issue of off loads for faculty, and the President continues to maintain that salary increases will remain at 4%. He is also committed to raising the dollar amount for part-time faculty. Insurance contributions, however, will probably remain the same.

A meeting to further discuss budgets is scheduled for next Wednesday with Dr. Burch, and Dr. Evans asked department heads to schedule individual meetings with him next Tuesday to discuss their respective budgets. He also suggested that they look at enrollment trends for the past three years as well as student credit hour production in making their cases. A copy of the section of the departmental Program Review on

recommendations and implementation should be attached to what is submitted to Dr. Evans. He stressed that department heads need to look carefully at low enrollment classes, as that issue will be addressed. Also, if departments have programs with low enrollments but still have the highest number of graduates in the state, that point should be made in what is submitted.

A concern was raised that pay for teaching summer classes is counted as a bonus and, therefore, not computed in the salary base as far as KTRS is concerned.

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

Cathie Bryant, Secretary