

**MINUTES**  
**ADMINISTRATIVE COUNCIL – COLLEGE OF EDUCATION AND BEHAVIORAL SCIENCES**  
**Thursday, February 24, 2000 – 8:00 AM**  
**Room 421, Tate Page Hall**

Members Present: Adams, Filip, Fong, Metze, Mikovch, O'Connor, Oglesby, Schnacke, Stayton, Storey.

Information was distributed regarding the Kentucky Conference on the Scholarship of Teaching and Learning: Effective Practices.

Sharon Hartz distributed the new bookmarks for the College. Half of the bookmarks are blank on the backside so that they can be personalized for departments. Also distributed were position announcements, which are blank on the announcement side and have information about Western, the College, and the community on the reverse side. A large supply of these will be kept on hand in the Dean's Office.

Dr. Adams commented on the response to the workshops for putting syllabi on the Web. She indicated that she has committed to having all syllabi up on the Web by fall 2000. It was agreed to have Dr Metze conduct a session for this group. Dr. Adams added that the University is not only looking at Web-based courses, but also Web-based programs.

Faculty salary guidelines were discussed. A 1% increase will be given across the board, with 2% available for merit. The Dean's Office will hold back .5% of the merit dollars to be used based on department head recommendations. Department heads and clerical personnel were excluded in the dollar amounts designated for each department. A 2.4% increase was given for vacant positions, and the decision as to how to use those funds will be left up to the department head. Dr. Adams indicated that the department heads' 0-3 rating of faculty will be helpful. Also, an additional \$45,348 is available at the Provost's level for additional merit recommendations or adjustments. Department heads were reminded that if an individual was given an unsatisfactory rating, the 1% could be decreased or eliminated. They were also reminded that amount need to be divisible by 12, and dollars cannot be moved between faculty and clerical salaries. The deans will be meeting with department heads March 2 and 3 to review salaries.

A memorandum for Deborah Wilkins was distributed regarding sexual harassment/retaliation.

The analysis of degree productivity was distributed and discussed. Any responses need to be given to Dr. Adams as soon as possible, Dr. Adams pointed out that she has a tape of Dr. Burch's interview if anyone is interested in borrowing it.

Dr. Adams reported that one of the research priorities decided upon by the University was suggested by our College. It deals with lifespan issues.

The College is taking the lead in distance learning via the Web relative to the number of students and the number of courses offered.

Copies of two *Chronicle of Higher Education* articles obtained from the Internet were distributed and discussed, both dealing with distance learning.

Department heads were asked to notify Luther Hughes directly if they have faculty to participate in the Bowling Green High School Teacher Appreciation Day.

Diversity issues were discussed as they relate to the SITE evaluation process. Dr. O'Connor is a member of the University Diversity Committee.

Dr. Adams does not plan to use the department head evaluation forms there were used in the past. She will be using the same format used in her evaluation with Dr. Burch, which basically involves responding to six questions. Responses are due to Dr. Adams by February 29.

Dr. Metze spoke to the issue of individual faculty members being able to manipulate their own home pages.

Ms. Storey discussed the Kentucky Center for School Safety. The Director of the Center has indicated the desire to meet with universities to discuss what is occurring in the pre-service realm. Also, it was suggested that she meet with Dr. Evans when he returns from Washington,

Dr. Schnacke commented on the School Safety Conference and inquired about using resources from the Center for Excellence.

Dr. O'Connor remarked briefly on the ramifications of majors being offered only at certain institutions in the state.

Dr. Adams commended Drs. Lemerise and Roenker for their role relative to Human Subjects Review. Dr. Schnacke also briefly on that issue.

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

Cathie Bryant, Secretary