

Minutes
Administrative Council - College of Education and Behavioral Sciences
Thursday, February 28, 2008 – 9:30 a.m.
Dean's Conference Room, Tate Page Hall

Present: Poe, Daniel, Fiene, Haggbloom, Mikovch, Nims (for Hughey), Pickard (for Powell), Powers, Ms. Beth Laves, Dr. Ric Keaster, and Ms. Sharon Hartz were guests.

--Summer School – Discussion on summer school and summer stipends. We need to be able to communicate to the university community and to Academic Affairs the College's involvement with summer school. We need a model that shows numbers, which can be used for tracking. Ms. Laves expressed her willingness to run any numbers we might need to make decisions. Her goal is to get to the averages. Departments can impact those averages by looking at the numbers. InfoView reports also will be created. Feedback on the draft proposal should be forwarded to Ms. Laves.

The Excel data document was demonstrated. The data is an average, and Ms. Laves feels we can fund a stipend increase if we can keep our numbers the same as last year. Additional discussion is needed next week for any additional feedback to be given to Ms. Laves. The question was raised relative to whether we need an incentive policy and at what level (faculty, department, college); general opposition was expressed relative to the issue, although there was agreement that incentives would be a good idea at either the department or college level. The Excel spreadsheets will be emailed to everyone.

--CEBS Student Awards Ceremony – Agreement to hold the ceremony on either April 20 or April 27. The menu can be the same as last year; Knicely Center should be used again. Agreement to include faculty award winners, as well as the outstanding graduate student, in the program. Department heads will present awards, but they are asked not to make comments on individual recipients. The University photographer will be present, and a very brief description of the awards (if not obvious) should be included in the program. Haggbloom will do the program; Powers and Powell will work together on the invitations list. Material for the program should be forwarded to Dr. Haggbloom no later than April 4; departments are responsible for notifying/inviting their respective recipients. It would be helpful if students would be able to provide an approximate number of guests they plan to bring.

--Online Change of Major Form – Undergraduate change of major forms will be completed on line (Topnet) by the student and then taken to the appropriate department for signature. Departments will be expected to forward the forms to AARC. For students who already have a degree form on file, a different process will be used through AARC. Off-campus faculty/staff need to be aware of this procedure change, and Dr. Poe has asked for feedback on any problems encountered.

--Freshman Academy – Dr. Poe volunteered to represent the College at the Admissions event to be held during spring break. She suggested that a teacher education advisor also be present.

--Course Inventory; Student Engagement – Brief discussion held on both topics.

--Course Coding – The correct coding of courses was discussed. Any changes can be made via memo to Dr. Poe, rather than going through the curriculum process. Unit heads were asked to forward any changes to Dr. Poe and to make sure that courses are identified correctly as far as schedule types.

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

Cathie Bryant, Secretary