

**Minutes**  
Administrative Council – College of Education and Behavioral Sciences  
Thursday, February 28, 2013 – 9:30 a.m.  
Dean's Conference Room, GRH

**Present:** Norman, Baker, Kline, Carter, Applin

**Guests:** MAJ Stephan Walters represented LTC Scott Walker

Dr. Applin chaired the meeting on behalf of Dr. Evans who was attending the AACTE conference in Florida.

**Cellular Phone Allowance:** Users of university owned cell phones are responsible for keeping a monthly usage log.

**400G Courses:** There must be differentiation between the 400 and 400G level course requirements and syllabi.

Documents from the February 28 CAD meeting were reviewed.

**Discrimination and Harassment Policy:** Unit Heads were asked to send their feedback concerning this policy to Dr. Evans.

**Dual Career Policy:** Comments concerning the policy may be sent to departmental senators.

**Faculty Credentials:** April 15 has been identified as the deadline to submit credential information for faculty teaching during the fall 2013 semester. Dr. Rich Miller will attend the Administrative Council meeting on March 7 to answer questions about the credentialing process.

**Promotion and Tenure Documents:** The Council briefly discussed this subject.

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

Tammy Spinks, Secretary