

**MINUTES**  
**ADMINISTRATIVE COUNCIL – COLLEGE OF EDUCATION AND BEHAVIORAL SCIENCES**  
**Thursday, March 5, 1998 – 8:00 AM**  
**Dean's Conference Room, Tate Page Hall**

Members Present: Martray, Evans, Fong, Metze, O'Connor, Oglesby, Payne, Schnacke, Stayton, Storey, Westbrooks.

Faculty are encouraged to get involved in MSERA. The call for papers for the annual meeting will be copied and distributed to department heads.

Department heads should remind those faculty who have not yet submitted their vita for NCATE to do so immediately. Dean Martray indicated that IT WILL reflect on their salary recommendations if they do not follow through on this responsibility. He stressed the importance of this activity.

Dean Martray gave a brief report on the presentation held regarding gangs and violence at yesterday's GRREC meeting.

There are only two Western people serving on SACS teams. If department heads have faculty interested, their names should be submitted to Dr. Burch, and she will try to get them on the Registry.

Bob Shirley, the consultant for Programs of Distinction, will be on campus March 11. A schedule has not yet been determined.

Discussion was held on the Commonwealth Virtual University. Department heads were asked to inform the Dean today of any programs for inclusion.

The Board of Regents meeting has been changed to May 15, and the time lines for salaries probably will be moved back to the week after spring break.

If department heads have a student they are trying to recruit who is out of state (with 3.5 GPA and 25 ACT) and in-state tuition would help, contact Luther Hughes.

The process has begun to review applications for the Honors Director.

The Teaching and Learning Technology RoundTable Report was discussed. Shula Ramsay, Rich Patterson, Barbara Erdman, and Sally Kuhlenschmidt are on the committee.

Brief discussion was held on college banners for the inauguration. There was agreement to go with the light blue. Also, the College is looking at the possibility of inviting the author of Scholarship Assessed to campus for the College activity during the inauguration week.

The Vice President is looking at the possibility of holding an academic assembly this spring.

Discussion was held on a proposal for awards eligibility guidelines to be revised so that an individual who has won an award is not eligible again for five years.

Information items are attached regarding library instructional assistance and "Happenings."

Discussion was held on Programs of Distinction.

Effective immediately, Lois Hall will maintain the official applicant files for faculty searches once the search is completed. Please hold all files until we are notified that the transition has been made from the Equal Opportunity Office.

Copies of the updated College Operational Policies and Procedures manual will be distributed to department heads.

Department heads were reminded of the plans to purchase a new conference table. Evans added that two of the present tables probably will be put in the lounge to be used for meetings.

Copies will be made and distributed for the call for papers for the 1999 AACTE Annual Meeting.

The Russian conference was discussed briefly. Dr. Evans is still trying to acquire information.

Evans reported that the NCATE pre-visit went very well. Department heads were asked to submit a list of all classes taught on Monday and Tuesday so that the team can make arrangements for visits on April 6 and 7. Information should include course number and title, room, and instructor name. Asterisk and ITV courses. Times for students to be on campus will be set next week.

Westbrooks discussed the issue of using the lounge as an alternative meeting room. The Council members expressed their support of the proposal. Evans added that Region 2 is moving to the Visitor's Center, and some of the T/TAS personnel will move into their office area in Jones Jagers.

Westbrooks reported on the work of the committee studying the faculty awards process. Recommendations of the committee are in the areas of time line, the number of copies to be submitted, and a central location where documentation can be viewed. Dean Martray asked her to update John Petersen on the work of the committee.

Oglesby reported that a meeting was held to discuss using Western Faculty and majors to conduct a health fitness assessment in some of the Bowling Green schools.

Payne expressed his appreciation for the support he received from the departments.

Stayton indicated that candidates will be on campus Friday, Monday, and Tuesday for the exceptional child position. A presentation/luncheon will be held Friday at 11:30 in the conference room. Also, she commented on the issue of advertising for part-time instructors for the Owensboro center. Dean Martray said he would check with Elmer Gray.

Schnacke expressed concern regarding the Records Management system being implemented relative to destroying student records.

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

Cathie Bryant, Secretary