

Minutes  
Administrative Council - College of Education and Behavioral Sciences  
Thursday, March 10, 2005 – 9:30 a.m.  
Dean's Conference Room, Tate Page Hall

Members present: Evans, Poe, Keaster, Baker, Daniel, Fiene, Haggbloom, Hughey, Metze, Powers.

Dr. Evans reported on budget issues and noted that salary information is expected by Friday or Monday. He stressed the importance of consistency with evaluations and basing merit on performance.

A College representative will need to be identified to serve as the College International Liaison Officer. It was agreed to contact the faculty whose names have been suggested and to also announce the opening to all faculty.

A representative is also needed to serve on the Honors Council. Dr. Evans pointed out that Dr. Tony Norman is the College's assessment person.

Brief discussion was held concerning senior citizens taking classes at no cost.

Dr. Evans indicated there is a possibility that half of the carryover monies could be in jeopardy. Indirect funds should be unaffected.

Emergency procedures for faculty, staff, and students were discussed. Several individuals in the building have been trained for that purpose. If anyone has concerns or questions, they should contact Dr. Evans. There was agreement that part-time instructors and anyone else teaching night classes should be aware of emergency procedures.

Discussion was held on SACS/QEP. The information on page 3 of the document is very important, as is the information on pages 28 and 34.

A meeting will be scheduled to review procard processing and practices. If any problems are being experienced, Dr. Evans should be informed so that those issues can be addressed.

Dr. Evans reported that SGA plans to request open records on all SITE evaluations and to have the Student Regent bring the matter before the Board of Regents.

The Centennial Celebration was discussed. Dr. Joyce Wilder is the College's representative on the University Centennial Committee. Council members were asked to be thinking about how the College can be involved. It was agreed to form a College committee and to somehow connect emeriti faculty and alumni to this initiative. Department heads will need to identify representatives from their respective departments. Dr. Evans added that he will share this information with the CEBS Advisory Board at their March 18 meeting. He also noted that the Centennial Celebration will coincide with the initiation of the Teacher Hall of Fame.

A brief report was made on the subgrant documentation proposals.

Preparations for the College student awards ceremony are moving ahead. Dr. Haggbloom is awaiting information from departments.

The final draft for promotion and tenure portfolios was distributed. Electronic submissions will be accepted by Dr. Evans, but he will have to check with Dr. Burch on whether they will be accepted in Academic Affairs. SITE materials will continue to be included separately.

Dr. Metze reported that two new lecterns, all containing document cameras, will be installed on each of the four floors in Tate Page. Electronic whiteboards will also be added to those units. Department heads should work with Dr. Metze on identifying the rooms in which these units should be placed.

Dr. Evans indicated that he will meet with his staff next Wednesday to discuss spring break, particularly relative to closing the Dean's Office.

Dr. Evans will be out on Friday and attending the Standards Board meeting on Monday.

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

Cathie Bryant, Secretary