

**MINUTES**  
**ADMINISTRATIVE COUNCIL – COLLEGE OF EDUCATION AND BEHAVIORAL SCIENCES**  
**Thursday, March 11, 1999 – 8:00 AM**  
**Dean's Conference Room, Tate Page Hall**

Members Present: Evans, Mikovch, Fong, Little, Metze, O'Connor, Oglesby, Payne, Stayton

Hartz reported that banners will be ordered from the individual with whom she is currently working, as costs are the same. She is still looking into other promotional items.

Salary packets were distributed to department heads, and they were asked to review them. Do not share with faculty at this time.

Material was distributed containing lists of prospective students receiving scholarships. Departments are encouraged to contact these individuals. Bryant will contact Admissions to see if addresses and phone numbers are available.

Commissioner Cody will be on campus April 21, and has asked to meet with teacher education faculty campus-wide. Evans will pass on any information he receives regarding this visit. Stayton pointed out that the graduate honors ceremony is scheduled for that same afternoon.

Personnel from the College have met with visitors from Mexico, and several opportunities should be available as a result of this visit. Evans indicated that this partnership has great potential, and reported briefly on possible activities with Taiwan and Hong Kong.

Brief discussion was held on grant proposals coming out of the College.

O'Connor made brief comments on the proper procedures for sexual harassment complaints. This information needs to be shared with all faculty.

A University-wide policy for faculty awards was discussed. The College awards committee has asked the Administrative Council to recommend to the appropriate individuals that University guidelines be established. Evans will forward something on this issue.

Department heads should submit to Evans the names of individuals to serve on the Admissions Committee. A name already has been received from Educational Leadership. Stayton nominated Leislle Godo-Solo from the School.

O'Connor reported briefly on the Dean's Search.

Evans encouraged everyone to continue their efforts to identify and include minorities in any pools for candidates.

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

Cathie Bryant, Secretary