

Minutes
Administrative Council - College of Education and Behavioral Sciences
Thursday, March 11, 2004 – 9:30 a.m.
Dean's Conference Room, Tate Page Hall

Members present: Evans, Keaster, Poe, Brotherton (for Baker), Daniel, Ecton, Haggbloom, Metze, Mikovch, Powers, Wilder (for Hughey). Sharon Hartz and Rachel Wurth were guests.

Considerable discussion was held regarding lapse salaries. Dr. Evans asked that department heads work with Ms. Hartz and/or Ms. Wurth on Thursday or Friday so that he can have the weekend to review the material. It will be submitted to Mike Dale on Monday. He will be available this weekend, if needed.

Information on Graduate Studies allocations is needed sometime next week. Department heads were instructed to provide that information to either Dr. Keaster or Ms. Hartz.

Dr. Evans spoke positively about the Graduate Studies Diversity Enhancement draft. Department heads were asked to keep it in mind if they have minorities in their programs.

Vacant positions and current searches were discussed briefly.

Department heads were asked to share the *New York Times* article on civic engagement with faculty and students.

Discussion was held on the College's student representative for the Orator-In-Residence program. Dr. Evans will make the final decision based on feedback received and meet again with Sally Ray.

Department heads were encouraged to review departmental subscriptions to determine if any can be cancelled. The Dean's Office will be canceling some publications but will continue to receive *Education Weekly* and *The Chronicle of Higher Education*.

Dr. Evans announced that a policy will be in place in the near future regarding the use of University cell phones. Unreasonable use of cell phones is prohibited.

OAR and advisement were discussed briefly. Dr. Evans indicated that conversations will begin again regarding advisement. He spoke further concerning the political situation in Frankfort and its impact on enrollment.

The University is working on a policy for tuition waivers for part-time faculty.

Offices will remain open and need to be covered 8:00-4:30 during the summer, even though support staff will work only 7 hours per day.

The College has been encouraged to purchase a table for the DELO Showcase on April 9. Dr. Evans will be in contact with those involved after he receives further information.

Dr. Wilder was asked to provide information on the annual fee for CACREP. Currently, the University is moving toward those costs being paid at the University rather than the departmental level.

Dr. Evans reported on the NCATE process. We are moving forward, and data is coming in. He indicated that the team chair was very positive, and the visit schedule is being finalized.

Dr. Evans stressed that absolutely no cash can exchange hands between students and faculty for any purchases. All fees have to be approved by the Board of Regents. When faculty take books to students for off-campus classes, only checks made out to WKU can be received from the students. Department heads were asked to share this information with all faculty.

Dr. Evans spoke very positively about the strength of the candidates he has seen this year. He commended the faculty who have been involved in the hiring processes.

Dr. Metze gave a brief presentation on Web links for the NCATE materials.

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

Cathie Bryant, Secretary