

Minutes
Administrative Council - College of Education and Behavioral Sciences
Thursday, March 13, 2003 – 9:30 a.m.
Dean's Conference Room, Tate Page Hall

Members present: Evans, Poe, Becker, Cissell, Filip, Haggbloom, Hughey (for Nims), Metze, Moore, Powers, Wagner (for Ecton). Ms. Huda Melky was a guest.

Grade summary reports were distributed, and department heads were asked to review them.

Ms. Melky distributed copies of the EEO/AA Training Manual for Managers and Supervisors. She pointed out that her office is there to assist departments with searches and to offer workshops on issues such as diversity, sexual harassment, and ADA compliance. Everyone is encouraged to attend these workshops.

Dr. Poe spoke about SACS, particularly regarding the Quality Enhancement Plan. The SACS leadership team will be making campus-wide presentations to obtain feedback on the potential themes suggested for the QEP. The next academic year will be spent implementing that plan, once the theme is identified. Considerable discussion followed. Dr. Poe asked that any other suggestions or comments be forwarded to her.

Dr. Evans reported on lapse salaries and asked department heads to re-check their information. Dr. Evans is scheduled to meet with Mike Dale next Wednesday, and he will need feedback before then.

Dr. Evans indicated that a large amount of salary savings monies is expected in the near future.

The National Commission on Teaching and America's Future report from AACTE will be in Ms. Bryant's office if anyone is interested in reading it.

Each department head was asked to identify an individual to serve on a planning committee for the College's student awards ceremony and to forward the names to Ms. Bryant by next Friday. LTC Filip said he would provide information from last year, and Dr. Haggbloom said he would do the program. The committee will work with Ms. Hartz on refreshments.

The Professional Development Accounts draft will be sent to Len Kogut for his review. It will be brought back to this group after that.

Department heads were asked to share a copy of the Operations Manual from the WKU Police Department with faculty. Additional discussion followed.

An email was recently sent out to faculty and staff which included, among other issues, information on faculty and staff salary adjustments. Dr. Evans added that this year's turnaround time for salary recommendations will be very short.

Dr. Evans indicated that several names have been mentioned regarding honorary doctorates.

A library quality survey was recently sent via email to a random group. Faculty are encouraged to respond if they receive one.

The President has indicated that if people send out emails, they should be prepared for the possibility that it will be shared. This issue may be addressed at a future department heads workday, which is in the planning stages.

Brief comments were made on departmental computer labs. The clarification was made that the Ed Tech Center is not considered a lab, as it is primarily used for instructional purposes.

The College has the opportunity to participate in the American Democracy Project. They will be looking for individuals from each college who might be interested. Department heads were asked to send names of interested individuals to Ms. Bryant.

On March 31, the decision will be made on whether the summer schedule will be adjusted to help accommodate school districts whose schedules are running late due to snow days.

Dr. Poe will be speaking at this afternoon's Graduate Council meeting concerning her opposition to rule changes in the number of 400G classes allowed. In addition, the issue is on the table regarding the inclusion of course descriptions in the Graduate Catalog. Dr. Evans encouraged department heads to urge their representatives to attend the meeting.

Dr. Metze distributed information on broken links found on the server. He expressed his willingness to work with department heads on addressing this situation.

Brief comments were made concerning the costs involved with sending letters and materials to individuals on the weekly recruitment list and what responsibilities the Office of Admissions has in this process.

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

Cathie Bryant, Secretary