

Minutes
Administrative Council - College of Education and Behavioral Sciences
Thursday, March 18, 2004 – 9:30 a.m.
Dean's Conference Room, Tate Page Hall

Members present: Evans, Keaster, Poe, Baker, Daniel, Fiene (for Ecton), Haggbloom, Hughey, Metze, Powers.

Brief discussion was held on the visiting scholars residences. Dr. Evans asked department heads to let him know if they see any problems.

Discussion was held on the renovation requests summary. These projects should be completed before Fall 2004 semester. Department heads should work with Ms. Hartz as the initial contact; Dr. Keaster is the secondary contact. Dr. Evans stressed that we need to be looking ahead to identify things that need to be done. A question was raised relative to the use of those funds for the purchase of furniture.

Dr. Evans indicated that Academic Quality funds are one-time only and need to be spent. The allocated amount will come to the Dean's Office account, and the College will be required to relate those funds to the Strategic Plan goals. The departmental allocations will be determined by dividing the total amount by the number of people holding academic rank. When further instructions are received, Dr. Evans will forward the information to department heads. The final figure will become a part of next year's base.

As the University will be doing some ADA upgrades, department heads were asked to notify Dr. Evans if they see anything else that should be done.

Dr. Evans indicated that most of the items on the CPE capital budget request are being put on hold this year. Brief discussion followed.

The Kentucky Statewide Transfer Initiatives were discussed. Dr. Evans pointed out that there is still a big push for statewide alignment on transfers. One area that has caused concern relates to whether science courses are to be accepted without a lab.

Brief discussion was held on the Mathematics Institute Request for Proposals.

Dr. Evans stressed the importance of ensuring that all new hires have appropriate credentials. Dr. Poe will be taking the lead in that area, particularly as it relates to SACS. Documentation will be needed for those individuals who do not meet the criteria.

Department heads were asked to keep the NSSE document for future discussion. These results will probably be incorporated into the WKUSES.

Department heads will probably receive salary recommendation instructions on March 26 and will have until March 30 to submit those recommendations. Dr. Evans' deadline will be April 5 or 6; and part of that time may be able to be used for department heads, if needed. No other information is known at this time.

Budget information was distributed to department heads.

Student recruitment materials and brochures, as they relate to Websites, were discussed. Faculty who include program information on their personal Websites should notify their respective department head that they are doing so.

Dr. Keaster was asked to gather information regarding position searches, particularly the nature of the search as to whether a waiver was used. It was determined that no faculty or staff have been hired on a waiver.

Western is projected to be out of the Longfellow Center in Owensboro by August. Details on how that move will occur are not yet available. Dr. Hughey was asked to provide Dr. Evans with information relative to the specifics of classroom equipment at that site.

Dr. Evans reported that he has corresponded with the Standards Board relative to Indiana Wesleyan. All departments in the College, except Military Science, will be impacted.

Dr. Kirchmeyer is considering an additional technology fee of \$50 per semester, with the possibility of another \$50 per semester increase after that. He also hopes to move to a wireless campus within a few years. Considerable discussion followed relative to this issue. Dr. Metze was asked to develop a response, forward it to department heads for their input, and then submit it to Dr. Evans.

The document on recognizing and supporting department chairs who are stepping down is attached for information, as is the information on part-time faculty at state-supported postsecondary institutions.

Department heads were asked to encourage attendance at the April 21 Graduate Student Awards Ceremony in the Kentucky Building.

Department heads were asked to notify Ms. Bryant if they want to be included at the corporate table for the April 9 DELO Showcase. Names are needed ASAP.

NCATE reports and data are needed ASAP. Dr. Keaster is in the process of meeting with all department heads and noted that next week is the crunch time. He expects that some of the questions the team members might ask will relate to student recruitment, advisement, and the vision and mission. Dr. Evans stressed that it is extremely important for faculty to share the vision and mission with their classes. Dr. Keaster added that everyone will receive copies of the Institutional Report next week.

Dr. Evans reiterated that positions can remain vacant for only two years. If there are searches that fall into that time frame, we need to move on them. He added that the University is moving to line item budgeting, which will make proactive planning a necessity.

The Administrative Council will not meet on March 25, and may not meet on April 1 if Drs. Keaster and Poe have no need for a meeting. It is also possible that a meeting will not be held on April 8. Confirmation will be sent prior to each of these meeting dates.

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

Cathie Bryant, Secretary