

**Minutes**  
**Administrative Council – College of Education and Behavioral Sciences**  
**Thursday, April 7, 2011 – 9:30 a.m.**  
**Dean's Conference Room, GRH**

Present: Evans, Poe, Carter, Deteresa (for Caldwell), Haggbloom, Kline, Lich, Metze (via phone), Petty (for Powers), Schlinker. Ms. Denise Hardesty and Dr. Gary Houchens were guests.

**Book Study Proposal** – Dr. Houchens discussed the proposal for a book study on *Focus* by Mike Schmoker and how it relates to teaching. Everyone was encouraged to share the handout with faculty. If there is interest, let Dr. Evans know, and we will inform Dr. Houchens. The time frame has not yet been determined.

**Faculty Office Space** – Brief discussion was held on faculty vacancies and available office space. Computer needs also were discussed. A survey was suggested in which faculty would be asked about the use of iPads.

**Dedication** – Brag points should be submitted by April 15. Displays/exhibits also were discussed. Six students will be in the building to help direct individuals. Information should be sent to Denise Hardesty ASAP to familiarize the students with all programs within the College.

**Internationalizing Curriculum** – Dr. Pfohl is chairing the College committee and is the College representative on the University committee. Names for the College committee are needed before next week to the committee can be convened during that week.

**Awards Reception** – All names and information should be submitted to Ms. Bryant by the 15<sup>th</sup>.

**Workload Feedback** – All feedback is needed by first thing Monday morning. New money for GAs did include funds to help faculty with Blackboard.

**Use of Ransdell Hall for Conferences** – The building is not designed for conferences, although many requests have been received.

**Keys** – A meeting was held yesterday. The plan is for BSAs to leave classrooms unlocked at the end of their shift. Further discussion was held on safety/security.

**Faculty Listings** – An up-to-date listing of faculty is needed. Please check your website to be sure those listings are current. Send any changes to Ms. Bryant.

**Building Punch List** – Work is still being done on this.

**ATP** – Brief comments were made on covering ATPs. Dr. Poe may ask departments for help, particularly to cover undeclared students.

**Graduate Council** – Anyone can nominate individuals. Sarah Kessler handles the election.

**Textbooks** – Brief comments were made relative to the Federal law. It can be found on the Academic Affairs policy website.

**Commencement** – The suggestion was made to have only one reception for graduate students during the Commencement activities on the 13<sup>th</sup>.

Administrative Council  
April 7, 2011  
Page 2

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

Cathie Bryant, Secretary