

Minutes
Administrative Council - College of Education and Behavioral Sciences
Thursday, April 11, 2002 – 9:30 a.m.
Dean's Conference Room, Tate Page Hall

Members present: Adams, Evans, Cooke, Ecton, Filip, Houston, Little (for Crews), Metze, Mikovch, Moore, Nims, Poe, Stayton. Mrs. Sharon Hartz was present for a portion of the meeting.

Dr. Adams reported on the dinner for the faculty award winners. She indicated that the College winners will receive an additional \$250 in professional development funds from the Dean's discretionary account, and she challenged the other college deans to follow suit.

The Emergency Policies and Procedures Manual was distributed by Mrs. Hartz. Department heads were asked to be certain that faculty are familiar with the manual and that it be kept in an easily accessible location. It is suggested that a list of all faculty and staff in the respective areas be kept with the manual in the event of an emergency where everyone would need to be accounted for. Dr. Joe Bilotta has agreed to be designated to help individuals in wheel chairs exit the building. It was agreed that additional people are needed to help with that. In the near future, lists will be posted throughout Tate Page Hall indicating safe areas in the building. Further discussion was held on various issues such as liability, responsibility for students, and posting information on syllabi. Dr. Adams said she would follow up on the issue of who is responsible for students. Mrs. Hartz will check with Deborah Wilkins on the liability issue and will electronically forward copies of the manual to department heads.

Dr. Adams announced that a luncheon will be held on April 26 for emeritus faculty. The CEBS guests will arrive in the Dean's Office around 10:00 that morning to be entertained and updated. They will then visit their respective departments prior to the luncheon. Department heads can recommend additional names for emeritus status in the next two weeks.

Dr. Burch is continuing to work toward final composition of the new School of Health. Also, plans are under way to initiate a new Outreach College.

Dr. Adams reported that a USAID proposal was jointly submitted by the CEBS and Business colleges at WKU and ITESM at Queretaro. If funded, it would be the first time a Mexican university received indirect cost money from an American university grant.

Robert Wyatt has been appointed as Director of Distributive Education for Western. Interested department heads should feel free to contact him.

Guidelines for unit productivity awards were discussed. Department heads should notify Dr. Adams or Jim Flynn of any changes in the document as soon as possible.

Information was distributed regarding preliminary proposals.

Tentative plans were discussed relative to the calendar of reserved dates for fall 2002. New faculty will be notified that they will be starting activities on August 7. New CEBS faculty activities will be on August 9 from 9:00 until 1:30.

It was agreed that discussion on the summer term schedule should be on the agenda for the August 8 department heads work session.

Dr. Adams reported briefly on workshops for division and department chairs and deans.

Discussion was held on collaborative efforts for KTIP training with the other colleges. A group of about 40 faculty with 2 trainers was suggested at a cost of approximately \$1800. Potter College would pay that amount, and CEBS would pay a stipend for those faculty who participate.

Dr. Jack Rudolph will be doing a pilot group at Warren Central for the Connectors Program.

The draft policy on faculty sick/medical leave was distributed. Department heads were asked to submit feedback to Dr. Adams via email.

Nominations for the RFP for the www contribution should be submitted to Dr. Kirchmeyer.

Discussion was held on having a website available for individuals to access information on the Standards Board and on teacher certification.

The President's award for diversity was mentioned briefly, as well as the KYVU on-line excellence award.

The CEBS Administrative Council will be meeting with the Parking Committee on April 18 at 9:00. It will be held in the Potter Hall first floor conference room. In preparation for that meeting, it was suggested that individuals check with their colleagues at other institutions to see how they handle parking.

Everyone was reminded that two copies of all publications should be sent to the University Archives.

The Dean's Office will be open late next week to receive SITE packets for evening classes.

Nominations are being received for the Economic Development award.

Dr. Adams commented that with the upcoming SACS meeting, it is a good opportunity to get questions to Dr. Flynn.

The summer on-line teaching camps are scheduled for May 13-17. These are for faculty who wish to create an on-line course but have no experience. Those who complete the camp will receive \$500 in professional development funds.

Regarding the change in GAP scores, any changes that need to be made in the catalogs should go through the University approval process. An email will be sent to all faculty on this. There was agreement that CEBS departments will bring changes as a whole to the College Graduate Programs Committee. Dr. Evans suggested that no items go beyond the College and the University Teacher Education Committee unless they impact the entire University. Dr. Evans will draft something to be forwarded.

Brief discussion was held on on-line folios.

A list was distributed containing names of faculty who have been recommended for emeritus status. Also distributed was a list of those faculty who are retiring and will be teaching this summer.

Everyone is encouraged to view the multi-media presentation on the Renaissance grant which will be set up outside the Dean's Office this week.

A reception will be held on May 7 at 3:30 to recognize those faculty who have successfully defended their dissertations.

Dr. Evans reported that approximately \$35,000 will be coming to the college from the budgeted surplus in summer enrollment. In addition, salary savings dollars will be coming. He also reminded everyone that equipment requests are due by April 17.

Five Proximas are being ordered out of the equipment money, but it has not yet been determined where they will be placed. Also, the College is exploring (1) purchasing security cameras in rooms that have Proximas and (2) a hub for wireless computers for the building.

Indirect funds will start coming to the College on a monthly basis. Dr. Evans needs input from department heads relative to moving the money to the research foundation up front. The funds would go into one account that would be managed by the College. Department heads were asked to provide feedback to Dr. Evans within a week regarding possible uses for the interest that would be generated from these accounts.

Discussion was held on increasing grant activity in the College. It was agreed that Dr. Evans will work with Dr. Stayton on this issue.

Dr. Stayton indicated that student volunteers are needed for the Centro Hispano de Recursos.

Dr. Evans distributed copies of an article on Praxis scores. Overall, the University looks very good.

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

Cathie Bryant, Secretary