

Minutes
Administrative Council – College of Education and Behavioral Sciences
Thursday, April 11, 2013 – 9:30 a.m.
Dean's Conference Room, GRH

Present: Derryberry, Evans, Carter, Kirchner, Kline, Pope-Tarrence, Poe, Dietrich, Walker, Applin

International Exchange Policy- Unit heads were asked to send feedback to Dr. Evans prior to the April 24 CAD meeting.

Course Time Requirements- Unit heads were asked to send their comments/suggestions to Dr. Evans concerning the use of finals week as part of the course meeting requirement. Comments need to be sent prior to the April 24 CAD meeting. Presently, departments should be entering Banner notes to define the number of minutes each of their courses meet.

Staffing- The final budget will be approved on April 18. No decisions on staffing will be made prior to that date.

Enrollment- Class enrollment numbers were discussed. Dr. Evans indicated that the college will be looking very closely at class enrollment numbers and sections offered to avoid offering sections that are not needed.

Promotion and Tenure- The council discussed terminology used in the promotion and tenure documents. The Council agreed that organizational citizenship should be built in to the document in place of departmental citizenship.

Retention- Efforts involving student retention was discussed. The Retention Committee will reconvene soon.

Chronicle Article- Dr. Evans shared an article related to employers desire to hire broadly educated individuals.

The CEBS Student Awards Ceremony is scheduled for Sunday, April 28 at 1:30 p.m. at the Carroll Knically Center. All CEBS faculty and staff are encouraged to attend.

Job Description- All employees in the position of director or above must have a current job description on file in their office. Deadline for submission is May 13 to Tammy. We will send the CEBS descriptions to HR as a group.

Teaching Assistants Evaluation Policy: The policy related to evaluation of teaching assistants passed.

Key Policy: The Council briefly discussed the CEBS key policy.

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

Tammy Spinks, Secretary