

Minutes
Administrative Council - College of Education and Behavioral Sciences
Thursday, April 15, 2004 – 9:30 a.m.
Room 421, Tate Page Hall

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

At this time, the budget situation is unknown due to the lack of a state budget. Dr. Evans indicated that there are plans to build a new health services building to be located across Regents Avenue. Parking in this general area will have to be reconfigured.

A new building for the business college is planned. When that building is finished and Grise Hall has been vacated, our College will move into Grise Hall while Page Hall is torn down and a new building constructed.

Discussion was held on the 2003-04 carry forward estimate. Department heads were urged to look at any vacant positions for next year, and Dr. Keaster was asked to work with Dr. Roberts and Ms. Mendel on the guestimates for their accounts. Dr. Evans also encouraged department heads to review funds in the research foundation and inform him of any concerns. In addition, they need to provide an explanation as to how any vacant lines will be used.

Dr. Keaster will be working with Ms. Wurth on the procurement card policy for grants, contracts, and cooperative agreements.

Department heads were reminded about the Global Automotive Conference. If anyone is interested in attending, Dr. Evans noted that the Dean's Office would cover the cost of the lunch.

One student name was received for attendance at the Entrepreneurship and Innovation Conference. That name will be submitted.

The issue of course fees was discussed. Any department head who has course fees needs to identify the purpose of that fee and respond by May 15.

The Council of Academic Deans is working on a plan to implement a mechanism to bring individuals to campus for the Scholars-in-Residence program. Dr. Evans noted that any visiting scholars will be brought in using vacant lines.

Dr. Evans spoke briefly about the enrollment report, expressing concerns relative to the decrease in the number of freshmen. He added that Lindsey Wilson is pursuing a teacher education program in Scottsville, which could impact our enrollments. He will get data on adjunct student credit hour production and forward it to department heads.

Department heads were asked to begin thinking about staffing plans, as Dr. Evans wants to submit the College plan in August. Further discussion was held.

Dr. Evans remarked briefly on the positive things occurring through the ALIVE Center. Some of those things could be tied in with activities within some of the College's programs.

Dr. Burch has asked for feedback regarding Mini University '04 to be held in June. Anyone interested in the program should contact Dr. Evans.

Dr. Evans commented briefly about the document on Outside Income for Faculty.

Considerable discussion was held on civic and student engagement as they relate to the QEP. Dr. Poe added that Dr. Burch wants to secure someone for the fall convocation to speak on student engagement

and to schedule workshops dealing with incorporating student engagement into the curriculum. As a College, we will need to be thinking about what we plan to do.

Further discussion was held newspapers in the classroom. Dr. Evans indicated that the University is using the *New York Times*. This issue will be discussed further after the spring semester has ended.

Dr. Evans commented that the issue of advisement will be addressed before next fall. We will need to determine what the students feel they lack relative to advisement. Drs. Evans and Poe will work on that issue.

Dr. Keaster has taken the leadership on promotion and tenure guidelines. This issue will be revisited. Dr. Evans noted that a modified evaluation document was utilized by Psychology this year, and the format was very helpful. The issue of promotion, tenure, and evaluations will be discussed at length at the April 29 meeting of this body.

It is not yet known who will be attending the College's April 22 faculty emeriti function. Once the names are known, department heads will be notified so that they can inform those faculty who were here at the same time as the emeriti.

Dr. Metze reported on Dr. Kirchmeyer's proposal for a wireless laptop university. The proposed system would levy an additional \$500 charge on tuition per semester to cover the cost of laptops. Students would also be required to carry insurance and pay maintenance fees. Dr. Metze added that some of the area high schools are moving to a wireless system, and the College's challenge will be to ensure that our graduates are prepared for that type of environment. As such, plans are under way for Page Hall to move toward becoming wireless, at no cost to the students. Lengthy discussion followed, and it was stressed that any concerns need to be voiced before any final decisions are made.

Dr. Poe indicated that the Registrar has called a meeting on Friday for individuals who process schedule exception forms. Any concerns that departments have regarding that process should be shared with Dr. Poe. Also, she clarified that schedule exception forms are not needed for classes that do not begin during the first two weeks of the semester. Students need to contact the Registrar's Office to register for those classes.

Dr. Poe is working on a new faculty orientation program for the College for the fall. Department heads should be thinking about suggestions for such a program and forward any ideas to her. Also, she will be asking the current new faculty for their input.

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

Cathie Bryant, Secretary