

Minutes
Administrative Council - College of Education and Behavioral Sciences
Thursday, April 17, 2003 – 9:30 a.m.
Dean's Conference Room, Tate Page Hall

Members present: Evans, Poe, Becker, Ecton, Filip, Haggbloom, Houston, Moore, Nims, Powers.

Dr. Poe distributed a copy of the final document on EDFN 500. Further discussion was held regarding ways to enforce the 12-hour requirement and other related issues. Department heads were asked to discuss this document, and its ramifications, with faculty.

Discussion was held on scheduling ITV and online courses. Dr. Gray has invited the College to make recommendations for a formal policy on this issue. Drs. Becker, Haggbloom, and Nims were asked to meet to draft such a policy. Dr. Nims will convene the group and bring their suggestions back to the Council.

Information was distributed relative to the SITE evaluations. Department heads should review the material and provide feedback to Dr. Evans, via Ms. Bryant, by May 15. Notations should be made on courses that are not to be evaluated or courses that should have been evaluated and were not.

Summer school was discussed concerning accommodations to be made for students whose school districts will still be in session at the beginning of summer school. Dr. Evans asked department heads to provide him with feedback by April 21 on how they plan to make those accommodations. They were also reminded to check with Ms. Hartz regarding space if class times are being changed.

Dr. Evans reported on opportunities for students to receive scholarships/grants through the KHEAA. This information needs to be given to faculty to share with students.

Dr. Poe discussed the NCATE task group, particularly relative to Standard 2. Department heads can expect to be asked to provide additional information on assessment. Dr. Evans stressed the importance of documentation in all areas. This topic will be discussed again at a future Council meeting. Everyone is asked to mark their calendars for the NCATE visit scheduled for April 3-7, 2004. College reports will need to be ready by January 1.

Dr. Houston shared information on the May 22 Gear Up Expo. The College will have a booth from 11:00-1:00. Volunteers are needed to staff it and provide activities/demonstrations that will grab the attention of the middle school students who will be involved in the expo. Names of those individuals are needed by the end of final exam week.

Tom Meacham is in the process of developing brochures for the University, and department heads should contact Dr. Houston regarding this issue.

Dr. Evans distributed and discussed the RFP from the Standards Board regarding online courses. Allan Heaps and Robert Wyatt are willing to provide assistance to individuals who are interested in doing this. There will be the possibility of a partnership effort with Western, the faculty member, the Standards Board, and the CPE. Interested individuals should contact Allan Heaps or Robert Wyatt by next week.

Dr. Evans reported on a recent proposal concerning a model teacher education program in math, science, and special education in partnership with several institutions, GRREC, and others. He commented on the impact this proposal could have on recruitment.

Brief discussion was held regarding Western's relationship with institutions of higher education in Owensboro.

Dr. Evans reminded department heads that they are responsible for ensuring that students being recognized are in attendance at the awards ceremony.

The candidate for the position of Associate Dean will be meeting with department heads next Thursday, April 24, at 9:30. There will be no Administrative Council on that day. Also, three candidates will be interviewing for the position of Grants Administrator.

Dr. Evans received an email from Carl Martray, which he will forward to department heads.

Dr. Evans will be meeting with Dr. Tice regarding the parking situation. He will report back to this group.

Dr. Evans plans to meet individually with each department head regarding salary recommendations. He does not yet have information on what was recommended by Academic Affairs.

Instructional equipment requests have been submitted. Dr. Evans will be meeting with Dr. Burch on those requests.

Decisions on use of the carryover funds will be made by sometime next week. At this time, plans include the purchase of new copiers for downstairs and in the Dean's Office as well as equipment for Military Science and computer technology equipment for the College. There may be some additional carryover funds available from this year as well.

Dr. Evans will be submitting a report on Friday relative to cost saving measures within the College. Possible measures include Travel Request Forms to monitor travel and restructuring the printing cost policy. Department heads were encouraged to send larger amounts of printing off campus, as it is cheaper than making copies downstairs. They were also asked to inform Dr. Evans of what they are doing in their departments relative to cost savings.

Lapse salary funds from last year were included in the carryover funds received by departments. Additional monies should be received for this year.

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

Cathie Bryant, Secretary