

MINUTES
ADMINISTRATIVE COUNCIL – COLLEGE OF EDUCATION AND BEHAVIORAL SCIENCES
Thursday, April 22, 1999 – 9:00 AM
Dean's Conference room, Tate Page Hall

Members Present: Evans, Fong, Little, Metze, O'Connor, Oglesby, Payne, Schnacke, Stayton

Discussion was held on post-tenure review. The clarification was made that department heads are excluded, and other individuals are excluded as well as those whose current assignments are inconsistent with the process. This entire issue will be discussed at the department heads retreat. Further discussion centered around the issues of criteria to be used and whether to include individuals not yet at the full professor rank or planning to retire. Additionally, issues were raised relative to using the MIS system as the vehicle in this process, doing some type of reflective activity on professional goals with exemplars used, and using promotion/tenure portfolios.

The carry over policy was discussed. Evans indicated that there is a potential that departments may have very little coming back. Department heads were asked to begin to process DPR's on items for which they have been saving and to notify Evans if they have any revenue generating accounts. Further discussion followed, and the question was raised relative to whether the document implies that funds go back to the division or the budget unit. Evans said he has told Mike Dale that funds for the College should go back to the particular accounts.

Evans discussed the incentive policy, adding that he has proposed that the College's indirect monies all come back to the College, and in turn be transferred to originating accounts. He has recently responded to a request from the Provost in which he detailed expenditures of the TRIP and T/TAS projects based upon the strategic plan.

Department heads should submit to Evans any major needs they have which cannot be funded with their current dollars, and he will take these requests to the Provost. Also, they are to review their budget lists and notify Evans of any errors.

The President will meet with the department heads retreat group at 8:00 on April 30. Issues to be addressed during the retreat include post-tenure review, academic review for units, CVU, Stipends for distributed learning, competing priorities, consulting policy, early retirement, and flip Fridays.

Department heads were asked to review the policy on distributed learning and give comments to Evans.

Each unit received a copy of the summer budget. The target for student credit hour production is 11,978. May Term figures are not included in the budget. If the revenue exceeds expenses, one-half of that amount will come back to Academic Affairs. If expenses exceed revenue, one-half will be billed to Academic Affairs and in turn will come out of lapse salaries in the College.

Fifty percent of faculty overall should be attending spring Commencement. The expectation is that faculty attend at least one of the ceremonies.

Please share "Happenings" and continue to submit items as appropriate.

It was clarified that May Term figures are included in student credit hours, but not in the budget.

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

Cathie Bryant, Secretary