

**Minutes**  
**Administrative Council – College of Education and Behavioral Sciences**  
**Thursday, April 23, 2009 – 8:15 a.m.**  
**Dean's Conference Room, TPH**

Present: Evans, Poe, Norman, Carter, Daniel, Fiene, Haggbloom, Stickle (for Davis), Metze (via video link), Pickard (for Powell), Powers

**Research/External Funding** – Discussion and comments made concerning the shift of responsibility within the institution. Department heads were asked to prepare a business plan, similar to the enrollment plan, relative to what we are doing and what external funding opportunities are available.

**Audits** – Council members should give some thought to the issue that was raised regarding procards.

**Outside Employment** – Discussion focused on whether the form is to be used for approval or disclosure. Forward any specific concerns/recommendations to Dr. Evans by Friday afternoon.

**Strategic Priorities** – As a college, we need to identify 3 or 4 priorities. This topic will be on next week's agenda.

**Credit Hours over 15** – Council members agreed to a fee for dropping courses but not for adding.

**Professional Development Award Policy Draft** – Review and bring thoughts with you to next week's meeting.

**Student Awards Ceremony** – Plans are complete and everything is ready.

**Graduate Assistants** – Discussion was held on criteria to use for determining GAs.

**Engaging the Spirit Conference** – The conference is scheduled for August 21 and will focus on general education. Department heads are encouraged to attend, as it will impact all programs.

**Board of Regents** – The Board meets on Friday; the creation of the School of Teacher Education is on the agenda.

**College Email** – Dr. Evans will be sending a college email regarding several issues, including the vision statement, mission statement, and college values. He hopes to get consensus/endorsement from faculty and asks that department heads discuss this with their faculty.

**New Building** – Brief comments were made.

**Major Initiatives to Grow Enrollment** – Review the document and provide Dr. Evans with feedback on where the department is relative to work on this initiative.

**Military Science** – Dr. Evans remarks briefly on the new Military Science PMS, Jason Caldwell.

**Faculty Status for Doctoral Program** – Discussion was held on qualifying faculty for the doctoral program. Work has begun to draft that document, and input is requested.

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**Search for EALR Department Head** – Dr. Powers reported that three candidates have been identified and will be invited for interviews. Brief comments were made on other searches in the college.

**Personnel Announcement** – The announcement was made that a search will be conducted for the Director of the Doctoral Program. Remarks followed relative to students in the program.

**Commencement** – Graduate commencement will be held on Friday night, with the undergraduate ceremony on Sunday afternoon.

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

Cathie Bryant, Secretary