

Minutes  
Administrative Council - College of Education and Behavioral Sciences  
Thursday, April 26, 2001 – 9:30 a.m.  
Dean's Conference Room, Tate Page Hall

Members present: Adams, Crews, Fiene, Filip, Fong, Metze, Nims, O'Connor, Poe, R. Roberts, Schnacke, Stayton, Stone. Ms. Susan Sanborn and Ms. Linda Vincent, from Telecommunications, were guests, as well as Office Associates/Assistants from departmental offices.

Cathie introduced Ms. Sanborn and Ms. Vincent and indicated that they would be briefing the group on the new telephone billing system. A presentation followed by Ms. Sanborn, which included a demonstration of the billing process.

As not all members of this group receive Bob Skipper's announcements, Dr. Adams said she would start forwarding them.

If a need is indicated, Dr. Chambless has expressed her willingness to meet with this body to discuss advising. There was agreement that there was no need and that advisors are assigned by department heads within the College and not by the Advising Center. Also, no problems have been voiced concerning the process of changing majors or posting grades on line.

Department heads were reminded to notify Dr. Flynn by June 15 of any existing advisory councils.

The topic of academic program reviews was discussed. Dr. O'Connor was commended for completing his review early. Drs. Fiene, Nims, and Stone will need to talk with Dr. Poe regarding the question of postponing their reviews, as Dr. Flynn needs to know as soon as possible. Dr. Metze added that the MIS system could be very helpful in this process but may need to be revised.

Dr. Metze indicated that the link in Dr. Burch's email regarding the e-train express survey does not work, but he has sent a subsequent message with a working link. Dr. Adams added that College activities such as this are being listed under "Current Events" on the College's website. Faculty are encouraged to provide information, as it is also used by Karl Miller with potential donors. Dr. Adams commended Educational Administration for the information that was provided for use in the presentation regarding alternative certification. Western was represented very well.

Department heads were asked to remind faculty that Dr. Gray needs help with Arborfest 2001. Also, faculty connectors are needed for Master Plan.

Dr. Adams congratulated Dr. O'Connor on being the first recipient of the Joseph P. Cangemi Award for Leadership in Psychology and Education. She also asked that he convey her thanks to Dr. Cangemi for sponsoring the award.

The suggestion was made to hold a college-wide reception recognizing retiring faculty, beginning in spring 2002. Everyone agreed that this would be a good idea, and possibly the cost could be shared among departments.

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

Cathie Bryant, Secretary