

MINUTES
ADMINISTRATIVE COUNCIL – COLLEGE OF EDUCATION AND BEHAVIORAL SCIENCES
Thursday, May 6, 1999 – 8:00 AM
Dean's Conference Room, Tate Page Hall

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

Evans indicated that a memo should be out soon announcing that after spring 2000, there will no longer be flip Fridays.

The areas of Continuing Education and Conferencing are being split from the Community College, and Steve House will coordinate these programs.

Deborah Wilkins will be serving as Affirmative Action contact person while Huda Melky is on vacation for a month.

Evans distributed information on the matrix of computer technology competencies, which will tie in with BellSouth.

Evans reported that Ray Nystrand is doing quite well.

Brief discussion was held on Dr. Burch's memorandum regarding doctoral programs in minority institutions.

Department heads were asked to provide feedback on the SITE guidelines. Evans spoke further about the administration of evaluations at extended campus sites.

Evans distributed information on closeout of budgets ending 6/30/99.

Information was shared regarding room utilization. Department heads should review the information and provide feedback to Evans.

Evans reported briefly on freshman seminar and the need for additional faculty.

Faculty involvement in OAR and Commencement were discussed. Evans added that the Faculty Handbook does mention participation in department, college, and University activities.

Nomination forms were distributed for The Dean's List.

The Intellectual Property document from CVU will be duplicated for anyone interested in having a copy.

Department heads were asked to get information to Evans on summer school projections based on enrollment.

The College's response or assessment on unit Action Plans is due June 7. These will be tied in with Unit Productivity Awards. Anyone desiring to submit for an award will need to submit an additional document of five pages or less which will supply supplemental information not available on the on-line form. They will be looking at quality of the plan and the degree to which achievement was documented. Evans added that grants should also provide updates. Further discussion followed.

Mikovch remarked on the support Dr. Burch has provided on the adult day care.

Payne announced that the Commissioning Ceremony will be held Friday at 3:00.

O'Connor reported that the honorary doctorate degree ceremony will be held Friday from 3:00-5:00.

Evans urged everyone to attend the change of command ceremony for Military Science if their schedule permits.

Stayton inquired about further guidelines on evaluations and commented briefly on her visit out of the country.

Evans reported briefly on the recipients of Academic Athletic Awards.

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

Cathie Bryant, Secretary