

Minutes
Administrative Council - College of Education and Behavioral Sciences
Thursday, May 6, 2004 – 9:30 a.m.
Room 421, Tate Page Hall

Members present: Evans, Keaster, Poe, Baker, Daniel, Ecton, Haggbloom, Powers, Wilder (for Hughey).

A brief update was given on Dr. Metze's hospitalization.

Dr. Evans announced that Dr. Tabitha Daniel has been appointed Head of the Department of Curriculum and Instruction.

Because of a record number of participants, it is expected that the Commencement ceremony on May 8 will be long.

Enrollment is up slightly, and Dr. Evans reported on pressures caused by private colleges moving into Western's service area.

Dr. Evans spoke briefly on concerns relative to Indiana Wesleyan offering programs in Kentucky but not approved by the Education Professional Standards Board.

Dr. Evans summarized information on the construction plan and asked for input from department heads on how Garrett and the Alumni Center could be used. Any thoughts or concerns should be forwarded to him.

Discussion was held on the addition of a J-term to the academic calendar, particularly relative to concerns about night classes. Dr. Evans asked department heads to share other concerns with him as well.

Information was shared regarding General Education level courses.

Dr. Evans discussed plans for use of the Academic Quality funds. Discussion followed.

Dr. Evans indicated that Ms. Bryant is working on the review of faculty credentials for SACS. Dr. Poe reviewed the request for documentation of assessment activities.

Everyone was reminded that final exams are to be given only during final exam week. Also, some type of activity should occur in every class during the final exam period. Dr. Haggbloom will share with other department heads a link to the site for the final exam policy. Further discussion followed, and Dr. Evans emphasized the importance of submitting grades by noon on Tuesday. The names of faculty who do not meet the deadline will be reported to the Dean's Office, and department heads will then be notified.

There will be no electricity in Page Hall on Wednesday, May 12, unless it is raining hard that day. Dr. Evans has authorized offices to close. Day classes have been moved to MMTH, and night classes will be held in the normal locations, as the power should be back on by then.

The topic of faculty evaluations was postponed until next week.

The College's strategic planning process was discussed. Department heads were asked to notify Dr. Evans of their summer vacation plans so that a time can be determined to invite a consultant to assist with that effort. Department heads were also asked to be thinking about what they might want in a new building, and they were encouraged to talk with faculty about future plans and what they would want in a new building.

Everyone was reminded that faculty are expected to attend at least one commencement per year.

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

Cathie Bryant, Secretary