

Minutes
Administrative Council - College of Education and Behavioral Sciences
Thursday, May 8, 2003 – 9:30 a.m.
Dean's Conference Room, Tate Page Hall

Members present: Evans, Poe, Becker, Ecton, Filip, Metze, Mikovch, Moore, Nims, Powers, Spugnardi. Mr. Tony Kirchner was present for a portion of the meeting.

College and departmental websites were discussed. Many individuals are accessing the College's website, and this will increase in light of the upcoming accreditation visit. Dr. Evans indicated that discussion is needed, particularly regarding web page uniformity throughout the College. We have an opportunity to access some resources to help with this initiative, and Dr. Metze has suggested hiring a graduate student to assist with web development. He further clarified that departments would need to work with this individual in developing or improving websites. In addition, it was noted that the student would not be responsible for faculty web pages. Dr. Metze stressed the importance of teaching individuals to do web pages, and he said that E-train does conduct sessions for faculty. It was agreed that we need to determine exactly what information should be included in a web page, and this topic should be put back on the agenda of a future meeting. Dr. Metze asked department heads to email their ideas to him.

Dr. Evans announced that Audrey Anderson has agreed to come to Western for at least six months to help with the startup of DELO.

Dr. McElroy, Honors Program Director, has indicated his willingness to meet with units within the College to discuss how we can strengthen our connection with the Honors Program. Department heads were asked to discuss this issue at their departmental meetings, and it will be put back on an Administrative Council agenda at the beginning of the fall semester.

Dr. Evans distributed and discussed the submission request for materials for the Echo publication. He further discussed how the College could improve on getting out information on the achievements and activities of faculty. He also mentioned the possibility of initiating an internal newsletter for the College. Information submitted to Echo should be forwarded to Kim Parsley, with a copy to Cathie Bryant.

The issue of recruiting undeclared prospective students was discussed at length. It was agreed that students with high enough scores to be admitted to programs within the College should receive recruitment letters. Faculty are needed to help with advising during the July OAR session, and units should identify individuals for that purpose. Names should be forwarded to Cathie Bryant. Dr. Evans added that if faculty are interested in advising undeclared students, they will be provided with training to enable them to do so.

Final grades are due by noon on Tuesday, May 13. If there are missing grades, someone from the Registrar's Office will contact the Dean's Office between 12:15-12:30 on Tuesday to provide a list of those classes with one or more missing grades. Departments will then be notified of those classes. Dr. Evans asked that faculty be reminded of the deadline for submitting grades.

It was noted that Huda Melky will come to a future Administrative Council meeting to do training related to Equal Opportunity and hiring. Concern was expressed regarding the length of time that it takes to get a contract out to new faculty. Dr. Evans said he would check into that.

As the College's representative on the University Calendar Committee, Dr. Poe reported that Dr. Burch is proposing several ideas, to include the implementation of a 3-week January term, moving summer school to a 12-week period with four 3-week sessions, and possibly reconfiguring the MWF/TR class schedule. Considerable discussion followed, and it was agreed to tentatively schedule an Administrative Council meeting to discuss this issue next week.

Dr. Evans mentioned having student work/research available for viewing at the dinner Friday night to recognize honorary doctorates.

ADMINISTRATIVE COUNCIL MEETINGS WILL BE ON AN "AS NEEDED" BASIS THIS SUMMER.

Dr. Evans announced that LTC Filip will be stepping down as Head of the Department of Military Science. He commended LTC Filip for his leadership over the past few years. In addition, Dr. Becker will be stepping down as Interim Head effective May 31, and he was also thanked.

Dr. Evans announced that Ms. Spugnardi will possibly be transitioning to a position with Western, as the Regional Service Centers have been discontinued. The Service Center facility will be leased by GRREC. On behalf of the College, Dr. Evans expressed his appreciation for her work.

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

Cathie Bryant, Secretary