

Minutes
Administrative Council - College of Education and Behavioral Sciences
Thursday, May 9, 2002 – 9:30 a.m.
Dean's Conference Room, Tate Page Hall

Members present: Adams, Evans, Cooke, Crews, Ecton, Filip, Fong, Haggbloom, Houston, Moore, Poe, Sheeley (for Nims), Stayton. Dr. Aaron Hughey was a guest.

Dr. Adams distributed information and reported on equipment requests. Included in the funding was approval for seven projectors with ceiling mounts, but the security cameras were not funded. Dr. Evans added that new computers are expected for one room of the Ed Tech Center, purchased through Sponsored Programs.

Dr. Hughey gave a report on the Carroll Knicely Institute for Economic Development. The Provost would like to expand the services provided by the Institute, which currently encompass components for economic development, continuing education, and the Center for Training and Development. The Institute has been receiving requests to partner with businesses in offering degree programs for employees. It is hoped that in the future, there will be more of a connection with the main campus relative to coordination of outreach activities. Dr. Hughey expressed his willingness to come back to give a more in-depth report on the Institute.

Information on a request from John White was distributed relative to delivering instruction to residents of Fern Terrace. It was agreed that the Gerontology Committee should look at this request. Dr. Adams added that we need to look closely at the specific focus of the College relative to providing these types of services.

The calendar of reserved dates was distributed and discussed briefly. The information is being uploaded to the Academic Affairs website.

Department heads were asked to remind faculty to submit final grades on time. The policy was distributed regarding the administration of final exams. If faculty deviate from the exam schedule, it must be approved by the department head and the dean and then reported to Academic Affairs. Department heads were encouraged to discuss this with faculty, as it is a very serious issue.

Information was distributed outlining international activities for the College. This material has been included in the Board of Regents agenda items.

The credit toward tenure and promotion agreement used in the Psychology Department was distributed and discussed. Dr. Adams pointed out that faculty who choose to apply for tenure or promotion early can withdraw their application at any level up until the time that it would go to the Provost. Any credit toward tenure or promotion agreement should be signed by the faculty member, department head, and dean. Department heads were encouraged to think through this issue when hiring new people.

SACS Assessment and performance indicators were discussed. Jim Nichols will be on campus September 11-13 to provide training for faculty and staff in assessment plans.

The draft policy on faculty sick/medical leave was distributed and discussed briefly.

Dr. Adams distributed the new policy on production and ownership of distributive learning course materials. Discussion was held on providing professional development funds to faculty who develop on-line courses in lieu of a stipend.

The Council of Academic Deans will be discussing the issue of putting syllabi on the web and possibly developing a standard format for them.

Dr. Poe noted that the Center for Teaching and Learning will be providing a session in June on legal issues in instruction.

Dr. Evans reported that funds have been received from last summer's increased enrollments. Departments will receive funds according to the percentage of the total number of credit hours produced. In addition, carryover funds have been received.

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

Cathie Bryant, Secretary