

Minutes
Administrative Council – College of Education and Behavioral Sciences
Thursday, May 9, 2013 – 9:30 a.m.
Dean's Conference Room, GRH

Present: Carter, Norman, Kirchner, Pope-Tarrence, Capps, Kline, Dietrich, Walker

Budget: The Council discussed opportunities that the College will be exploring as a result of budget adjustments for the upcoming fiscal year.

Enrollment: Dr. Evans stressed the need to enhance enrollment opportunities to students. He encouraged the faculty to explore more online program offerings.

The teacher preparation program was discussed.

Strategic Plan: Dr. Evans indicated that work on the College's strategic plan will begin in the fall.

Department Head Searches: The Department Head Search Policy was discussed.

Hensley Committee: Unit Heads were asked to identify one representative from their respective department to serve on the 2013 Hensley Lecture Series Committee. Jill Duba Sauerheber will represent CSA.

Salary Letters: Letters concerning salary adjustments will be sent out to faculty within the next few weeks.

Evaluations: The policy for evaluation of part-time faculty was discussed. Dr. Evans requested feedback from Unit Heads by May 17.

Registration: The Council discussed the proposed Priority Registration Schedule. Unit Heads were asked to send feedback to Dr. Evans before May 22.

Workload: Policies on faculty workload compensation and summer sessions/winter distributions were discussed. Dr. Evans asked Unit Heads to send explanations for practicum or teacher internships. Dr. Evans requested that the following questions be answered; What constitutes a 3-hour load? , What is required of the student? , How many students are typically enrolled in each section?

The policy for Selection, Appointments, Evaluation, and Reassignment of Deans was discussed.

Time Requirements for Hours Credit Policy was discussed.

May term office hours will begin May 13. Offices will be open from 7:30 to 3:00 Monday through Friday with a 30 minute lunch.

Spring commencement events were announced.

Unit Heads were asked to share their summer travel plans with Tammy.

Travel: Dr. Evans reminded Unit Heads that travel authorizations forms must be completed and signed by him before the trip occurs. In-state blanket forms need to be used for recurring trips or day trips within Kentucky.

Scheduling: Unit Heads were asked to look over course enrollments for fall and determine if the number of sections offered should be reduced. ASTRA Platinum will be able to provide data and project the number of sections needed specific courses. The new software should be ready before the 2014 schedule is due.

Student matriculation was discussed. Unit Heads were asked to look over the list provided and advise them on completion of their degree.

SACS: Dr. Applin will be working with Unit Heads to meet a SACS requirement that mandates that each program provide a four-year plan on their website for each of the undergraduate programs using the uniform template provided. The deadline for completion of this requirement is May 31, 2013.

A Graduate Council “run-off” election between Nielsen Pereira and Andy Mienaltowski will be held on May 14-15.

A meeting to discuss recruitment, retention, MAE Teacher Leader Program, and scholarships is scheduled for May 16.

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

Tammy Spinks, Secretary