

Minutes  
Administrative Council - College of Education and Behavioral Sciences  
Thursday, May 10, 2001 – 9:30 a.m.  
Dean's Conference Room, Tate Page Hall

Members present: Adams, Evans, Crews, Filip, Fong, Mikovch, Moore, Nims, O'Connor, Poe, Stayton, Stone.

Dr. Adams reported on the Deans Retreat and outlined the material regarding CEBS highlights, priorities, opportunities for collaboration, and challenges, which she had compiled in response to a last-minute request from the Provost. Department heads were asked to be thinking about the document and prepared to discuss it at the next meeting. She added that she hopes to develop ongoing lists of equipment, in various categories, for which requests are anticipated. It was pointed out that the Board of Regents has not yet approved the reorganization changes in Educational Leadership.

Staff members from ETS will be on campus August 15 to provide University-wide staff development for assessments. They will be able to take approximately 80 in the session and can hold another if there are additional faculty who are interested. Information will be out on this in the near future.

Brief discussion was held on the document developed to answer the two questions relative to things we should stop doing and those that we could start or do more of. Also, it was noted that the deans will be discussing department head stipends.

The issue of faculty searches was discussed, particularly the small candidate pools, early approval of the staffing plan, and competitive salaries. Dr. Adams clarified that individuals other than references can and should be contacted; search committees need to understand this.

The staffing plan was discussed, and it was noted that positions can be advertised as rolling or one-, two-, or three-year appointments which are renewable. Department heads need to be thinking about positions within their respective departments and what they would request for filling those positions. Dr. Adams reminded everyone that faculty need to put their retirement plans in writing.

Dr. Adams reported that, in response to a request from Dr. Burch, she listed as the top five priorities of the College to (1) create ten new smart classrooms, (2) support departmental labs, (3) create electronically-ready classrooms, (4) move to wireless network access, and (5) create a technology training classroom for the University. Dr. Evans added that faculty who are working on web-based courses need home access to the network. Dr. Poe added that more forms need to be accessible on-line, as we are moving toward a paperless society.

The departmental section of the College organizational chart was distributed. Discussion followed concerning the need for listing program areas on the chart and possibly having two charts, one with program areas and one detailing the flow chart. Departments that share programs also could be placed adjacent to one another.

The policy on Faculty Emeritus/a Implementation, approved by the Board of Regents, was distributed and discussed. All departments need to be aware of this policy. Further discussion followed relative to how optional retired faculty play into it. It was agreed to send forward the names requested by Psychology of all retired faculty, whether on optional retirement or not, and that the department is responsible for initiating the request for emeritus/a status and determining who will be recommended.

Dr. Adams indicated that it is now a departmental decision as to whether, as a part of the interview process, candidates for faculty positions meet with someone at the level of the Provost. Whatever decision is made by the department, it will apply to all candidates for a position.

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Dr. Poe reported that Dr. Burch has appointed a sub-committee to study the issue of providing additional information to prospective faculty members. Dr. Adams stated that she is very pleased with the way in which CEBS departments are handling the interview process relative to providing to candidates information on the University, the community, meeting with realtors, etc.

In response to a question by Dr. Cooke, Dr. Adams said that the College would gather information for proposals to go through the committee structure this summer. The UCC and Senate could meet during the summer, if needed.

The announcement was made that Dr. John Moore has accepted the position as Interim Head of the Department of Middle Grades and Secondary Education for the next academic year.

Dr. Adams reported on the Trust Fund proposal. The CPE was particularly impressed with the quality of the teacher education proposal, and Western will be receiving most of what was requested. Positive comments have been reported from across the state regarding the way in which Dr. Burch represents the University, in that she is very knowledgeable, and information is brought back to be shared with the University.

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

Cathie Bryant, Secretary