

Minutes
Administrative Council - College of Education and Behavioral Sciences
Thursday, May 12, 2005 – 9:30 a.m.
Dean's Conference Room, Tate Page Hall

Members present: Evans, Poe, Keaster, Baker, Bilotta (for Haggbloom), Daniel, Fiene, Hughey, Metze, Powers. Ms. Sharon Hartz was also in attendance for a portion of the meeting.

Lengthy discussion was held regarding carryover, lapse salaries, and salary savings. Department heads were encouraged to think about needs for ordering new stationery, business cards, etc., in light of the University's address change. Several suggestions were made relative to use of the carryover funds such as salary for a webmaster, classroom improvement and equipment, auditorium screen, overheads, clinical materials, recruitment materials, payment for Ron Goleman, hiring someone to assist faculty in converting to new technology, and materials for assisting students with the Praxis.

Dr. Evans noted that departments will be asked to work toward uniformity in the appearance of websites, and Dr. Metze said he hopes to find someone who can help with web-based instruction as far as designing content of web-based courses. Council members agreed that some additional overheads should be purchased, particularly for part-time faculty and individuals from outside the University. However, faculty should be encouraged to model up-to-date technology.

Departments are encouraged to use stationery, business cards, and brochures with the new address, although there will be a short period of time when the old materials can be used (until August 1). Council members agreed that materials be purchased that would carry the name of the College. Two types would be ordered, one to give students for recruitment purposes and one to give guests.

Dr. Metze indicated that he would look into purchasing the Turniton software for the College.

Although the issue of Commencement will be discussed, after next year, Smith Stadium will be under renovation and unavailable. Several possibilities will be reviewed, and Council members agreed that they feel graduate students should be included with their respective colleges.

Discussion was held concerning the issue of time allotted to faculty for reporting grades.

Dr. Evans indicated that he will be talking to Dr. Petersen regarding SACS accreditation issues.

The University is considering options relative to a policy of moving expenses for new faculty.

Department heads were asked to follow up on determining a recipient for the part-time faculty award, which will be presented at the fall meeting.

Dr. Evans went over the schedule of activities for the opening of the fall semester. Department heads leadership training will be August 8 and 9; deans leadership training will be August 4 and 5; new faculty orientation will be August 16 and 17; workday for deans, department heads, and directors will be August 15; University-wide professional development will be August 18; and college professional development will be August 19. Further discussion was held on possible subjects for the college PD such as steps to follow when a sexual harassment situation has been brought to your attention, suspicion of possible child abuse, assessment, or thoughtful education. It is assumed that additional activities will occur the week of August 22, but it is unknown at this time what those might be. Council members were in agreement that faculty be given options for the PD activities but also told that participation in some of them is mandatory.

Department heads are to be thinking about other possibilities for PD subjects and also thoughts on the University-wide PD activities.

Dr. Evans announced that MASTER Plan will have a "meet your faculty" day on August 24 from 5:00 to 7:00 p.m. We need to be thinking about what we will do that day.

A short Administrative Council meeting will be held next week to discuss budget as well as ideas for the PD activities. Department heads were asked to notify their faculty of the August 18 and 19 PD days.

Letters have gone out to faculty and staff informing them of their salary recommendation. Official notification will be sent after salaries have been approved by the Board of Regents. Dr. Evans pointed out that salary recommendations were based on 2003-04 performance.

Dr. Evans went over his schedule for the next few weeks.

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

Cathie Bryant, Secretary