

Minutes
Administrative Council - College of Education and Behavioral Sciences
Thursday, May 16, 2002 – 9:30 a.m.
Dean's Conference Room, Tate Page Hall

Members present: Adams, Evans, Cooke, Crews, Brantley (for Filip), Haggbloom, Houston, Metze, Nims.

Space needs were discussed. Dr. Adams reminded department heads that space requests are needed by the first week in June. It was agreed that the College should request use of the area that will be vacated by Instructional Technology.

A summary of spring teaching loads by department was distributed and discussed. The Provost has expressed concern regarding student credit hour numbers. Department heads were urged to look closely at scheduling classes, particularly those with low enrollments, and to communicate any reasons for low enrollments.

ITV scheduling information was distributed and discussed. Dr. Adams commended department heads and Dr. Houston on the work they are doing in this area. Dr. Houston added that ITV scheduling is done by a committee through Joe Fulmer's office, and she does the scheduling for CEBS. Off-campus students were surveyed as to their feelings regarding having two back-to-back night classes, and the survey revealed that they are not in favor of that option. They do favor a more blended type of delivery.

Gordon Johnson gave a presentation to the Council of Academic Deans regarding syllabi on the web. He has been invited to make that same presentation to this body on June 27. Further discussion was held on this issue. Dr. Evans made additional comments relative to accreditation. He indicated that students sometimes have problems downloading syllabi when there are graphics or images on the website other than plain text. He feels it would be better for faculty to have a basic syllabus on the web with a link or attachment to anything else. Department heads and faculty are to be commended for getting their syllabi on the web.

Department heads were asked to follow up with faculty on freshmen assessment forms that have not been submitted.

The submission of final grades was discussed. Faculty should be encouraged to be aware of who is attending their classes and to make sure that class rolls accurately reflect class attendance. It was agreed that it would be helpful if the Registrar's Office could generate a class roll immediately following the last day that students are allowed to drop a course. Further discussion followed.

Dr. Adams reported briefly on WKUSES return rates by department and college.

A committee is currently reviewing the guidelines for the Distinguished University Professorship. Dr. Adams distributed the draft policy, and discussion was held on it.

Discussion was held on the funding of faculty searches. It was agreed that the funds should remain in the Dean's Office. Dr. Adams commended department heads and their faculty on the recent searches that have been conducted. Candidates have specifically commented positively on being introduced to some of the attractions and restaurants unique to Bowling Green. Dr. Evans added that we need to be looking at what publications are being used to advertise for positions.

Dr. Adams indicated that the deans have delayed discussion on contracts for distributive learning.

Discussion was held on faculty load responsibilities. Dr. Adams stressed the need for documentation on cases where faculty have teaching loads other than 12 hours per semester. She noted that a 12-hour teaching assignment is considered 75% of a full load, with research and service being the other 25%. Department heads were reminded of the agreement that, in some instances, faculty can have a 15-hour teaching load.

The Board of Regents meets on May 31. Dr. Adams' salary letters to faculty and staff will go out shortly after that date.

Dr. Adams indicated that she will be out May 28 through June 25. Dr. Evans will serve as Acting Dean. If he will be out, someone else will be appointed.

Dr. Adams reported that the Provost has expressed concern relative to closing offices at 4:00 in the summer. The decision has been made that the dean's offices will remain open until 4:30 beginning on May 20. In the CEBS Dean's Office, Katie McCalla will work until 4:30 Monday through Thursday of each week. The office will close at 4:00 on Fridays.

Dr. Adams noted that she has received many positive comments about the ROTC Commissioning ceremony.

The Administrative Council will NOT meet next week, May 23.

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

Cathie Bryant, Secretary