

Minutes  
Administrative Council - College of Education and Behavioral Sciences  
Thursday, May 20, 2004 – 9:30 a.m.  
Dean's Conference Room, Tate Page Hall

Members present: Evans, Keaster, Poe, Brotherton (for Baker), Daniel, Fiene (for Ecton), Haggbloom, Hughey, Metze, Powers. Ms. Hartz was a guest.

Information was distributed concerning Action Plan reviews, which are due June 1. Reviews should be submitted to Dr. Keaster, as he will be coordinating that effort.

Brief discussion was held on the 3.5 GRE writing requirement and on graduate admissions.

Dr. Evans commented briefly on a bill relative to certification, which was recently passed by the General Assembly.

Considerable discussion was held on carry forward funds and plans for their use. Department heads will take the next week to determine their priorities, and plans will be finalized at next week's meeting. Dr. Keaster asked department heads to submit their plans to him by Wednesday, May 26, so that a prioritized list could be generated prior to the meeting.

Dr. Evans reported on issues discussed at his recent meeting with Dr. Burch, particularly regarding space. There is a possibility that the College will be able to use some of the rooms previously occupied by Instructional Technology as well as Communication Disorders when they move out of the building.

*The New York Times*, through a grant from the Wallace Foundation, will be supplying 250-300 free copies of that publication to our building during the summer and fall 2004 terms as well as the spring 2005 term. Department heads were asked to get a handle on the head count of students in the building during the day this summer.

As the College will need to do something pertaining to civic engagement during the 2004-05 academic year, Dr. Evans plans to ask someone from *The New York Times* to come to campus.

Dr. Evans noted that the topic of the American Democracy Project will probably be discussed at the department heads workday in June.

The information in the agenda packet concerning fees and tuition is for information only.

Dr. Evans encouraged department heads to remind faculty of the importance of adhering to the final exam schedule.

Brief discussion was held on the possibility of a J term. Additionally, summer term was discussed.

Dr. Evans indicated that the Provost has planned a retreat for June 16-17 at Park Mammoth.

Dr. Evans gave a brief report on his trip to the Elizabethtown campus. He added that he will be going to Owensboro this afternoon.

Discussion was held on higher education institutions offering courses in Western's service area. Also, Madisonville Community College has inquired about the possibility of Western offering courses at that location.

Dr. Evans reported briefly on the Standards Board meeting held on Monday.

Academic Program Review reports were discussed. Dr. Evans indicated that the issue of planning will need to be addressed. Dr. Fiene spoke further from the committee's perspective and said that suggestions are needed and should be submitted to her.

Department heads were asked to be prepared for discussion on staffing plans sometime in June. They will be required to make a case for any requests.

Dr. Evans indicated that Dr. Houston is moving to the LME program. Some of the funds in that position line will remain in the Dean's Office.

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

Cathie Bryant, Secretary