

**Minutes**  
**Administrative Council - College of Education and Behavioral Sciences**  
**Thursday, May 26, 2005, 9:30 a.m.**  
**Dean's Conference Room, Tate Page Hall**

Members present: Evans, Daniel, Fiene, Haggbloom, Hughey, Keaster, Metz, Poe, Powers  
Guest: John Petersen

Dean Evans called the meeting to order. He told the members that he had received an email regarding the CPE taking more of an active role in curbing tuition increases.

Dr. John Petersen spoke on new faculty qualifications. Our College will need to put together a plan by September 1. Two points to work on are: 1) assessment of general education, and 2) faculty credentials. The main point Dr. Petersen stressed was to be able to document our hiring process. Each department should have every discipline explicitly defined for tenure track positions, temporary, and part time faculty. There will need to be documentation of standards for tenure track, temporary/part time faculty developed and endorsed by the Dean's Office no later than August 1<sup>st</sup>. Dr. Petersen stressed that this did not need to be a lengthy document. A one-page template will be sent out shortly. There was some discussion of adding a verification statement about the graduate teaching assistants on graduate assistantship forms. Dr. Petersen mentioned that a small modification will be made to the form for part-time faculty to satisfy SACS. This would be to add a line above the signature that shows that the person signing certifies that the individual listed is qualified to teach the courses assigned.

Dr. Evans asked for names of persons for Faculty Scholarship Council. Sharon Spall, Kelly Madole, and Kaye Gandy were mentioned. The appropriate department head will check with these people and someone will be chosen at the next meeting.

Dr. Evans told the group to be thinking about staffing plans for next year. Jeanne Fiene was asked to be thinking of possible new faculty for the doctoral program if it occurs.

Action Agenda will be discussed at next week's meeting.

There is still quite a bit of money available. Department heads were encouraged to find more needs and uses for this money.

Dr. Poe told the group to make sure summer syllabi are on TopNet. Fall syllabi also should be on there soon for the upcoming OAR.

Dr. Poe needs to know what the department heads are planning to do at the department level for new faculty members so she can plan for what to do at the college level.

Dr. Poe passed around an Assessment Satisfaction Survey from Tony Norman. He is requesting the department heads identify people in their departments who would give the best feedback on this survey. These names need to be to Dr. Poe in the next week or so. Dr. Poe then passed out the results of an on-line survey regarding Faculty Professional Development Needs. She said there was a good return rate on this survey. Everyone was encouraged to look through this to get information relevant to professional development and at next week's meeting bring some ideas of what to do for professional development.

Leroy Metz has faculty replacement information for computers.

As there was no further business, the meeting was adjourned at 11:00 a.m.

Susan Krisher, Secretary