

Minutes  
Administrative Council - College of Education and Behavioral Sciences  
Thursday, June 5, 2003 – 8:00 a.m.  
Dean's Conference Room, Tate Page Hall

Members present: Evans, Brotherton (for Filip), Daniel, Ecton, Haggbloom, Nims, Powers.

A department heads council is being created, and one of the issues they will be addressing is the faculty evaluation system, particularly relative to the information on the evaluation being in line with the recommended salary increase.

Dr. Evans noted that graduation went well this year. Overall, job searches in the College have gone well, but the system will need some fine tuning. Dr. Haggbloom added that a Leadership Council has been created which will include one representative from each college. A Chair of that group will be elected soon, and they have been charged with developing a plan to address several concerns that have surfaced. These concerns will be discussed at the July 21-22 workday. Also discussed during the workday will be the relation of SITE evaluations to faculty evaluations.

Dr. Haggbloom asked department heads to provide him with their departmental criteria for promotion and tenure. Dr. Evans pointed out that the mid-year evaluations used in the Psychology Department have been very helpful in tracking faculty progress toward tenure.

A College representative is needed to attend the October Diversity Enhancement Team Meeting in Atlanta. The individual identified should have faculty status. Submit those names to Ms. Bryant by Friday morning.

Also, someone is needed to represent the College on the American Democracy Project in which Western will be participating. It would be helpful for this individual to have experience in or be able to work in the area of civic engagement. Names should be emailed to Dr. Evans by next Wednesday.

Dr. Burch has expressed her appreciation for the successful college awards ceremonies. Dr. Evans commended department heads on their work in planning this function. As faculty attendance seems to be somewhat low, another college has addressed that by allowing award recipients to invite a faculty member who has made a difference in their life to be recognized at the ceremony. Other colleges hold awards banquets. Dr. Evans asked department heads to be thinking about this issue and also whether to hold both the graduate and undergraduate ceremonies at the college level. This is of particular relevance in our College with the large number of graduate students. Along with this issue, department heads were asked to be looking at ways to "re-think" Commencement.

Travel was discussed, particularly regarding reimbursement for adjunct faculty traveling to and from classes. Concerns were expressed about the possible reluctance of adjunct faculty members to continue teaching these classes if they are not reimbursed. In turn, this would impact the College's ability to offer some classes, as staffing would be difficult. It was also noted that faculty are not to be reimbursed for travel to and from block sites. Dr. Evans said he would check on this situation.

Summer course offerings and general education courses for Fall 2003 were discussed. Department heads were asked to look at courses to determine if any would apply for general education. In addition, before canceling classes with low enrollments, department heads need to consider the impact this could have on students who need a particular class at a particular time.

Western has been invited to participate in a benchmarking study, which would include a lengthy survey and a one-day visit to our campus. Dr. Evans feels it could have some value for the College. He will be talking with the other deans about this opportunity and asked Drs. Daniel and Powers to respond back to him relative to their interest.

Dr. Ecton shared information concerning the Teacher as Leader program. He indicated that he hopes to be able to market it as a program that could possibly help with entry into the Educational Administration program and the Alternative Route program. KDE and the Standards Board are both very interested in this program, and meetings will be occurring in the near future. Dr. Evans pointed out that the MAE General is only approved for a rank change specifically for this program in specific school districts.

There was consensus that the College would benefit by joining MSERA.

Dr. Evans discussed the Reauthorization of Higher Education Act and reported that Western did extremely well on Praxis pass rates. This will be a continuing issue.

The Honors Program is looking for departmental liaisons to ensure a connection with this program. Further discussion will be held on this topic at the beginning of the fall semester.

Dr. Evans reminded department heads that telephones/offices are to be covered until 4:30 each day, and they need to make certain that anyone who might be answering phones is aware of what's going on and whether they are answering for another department as well.

Dr. Evans mentioned that he forwarded a document to Dr. Burch that relates to increases in performance being directly impacted by the building environment, particularly adequate natural light and high quality air.

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

Cathie Bryant, Secretary