

Minutes  
Administrative Council - College of Education and Behavioral Sciences  
Thursday, June 12, 2003 – 8:00 a.m.  
Dean's Conference Room, Tate Page Hall

Members present: Evans, Poe, Daniel, Filip, Haggbloom, Metze, Moore, Nims, Powers, Schlinker (for Ecton), Spugnardi.

Dr. Poe distributed and discussed material on the SACS Principles. Keep in mind that the time period for SACS data will be Spring, Summer, and Fall of 2004; and the report will be due August 15. Of special concern is the issue of faculty teaching graduate courses who do not have the necessary credentials. Dr. Evans added that we will need to look at staffing and how we monitor the process of faculty teaching assignments. He urged department heads to be thinking about staffing needs as they look at the SACS Principles document.

Dr. Evans noted that an individual is in place to work with departments on their web pages. Input is needed from department heads as to what information needs to be included on all departmental web pages. It was agreed that there should be an identifying logo or something that would associate the department to the College. In addition, there was consensus that there should be some type of continuity among departmental web pages, with the following information included in all of them: a link to faculty, staff, courses, and programs, as well as to professional associations. Dr. Metze indicated that a procedure needs to be developed for maintaining current information. He added that there are still several broken links in the College. Dr. Evans encouraged department heads to post information on faculty accomplishments or worthwhile current events. Dr. Metze reminded everyone to provide him with information on exactly what they want on their departmental web page.

The Administrative Council WILL meet next Thursday, June 19, at 9:30. Bob Edwards and Tom Meacham will be in attendance to discuss marketing strategies. Dr. Evans will request Action Agenda monies to fund whatever is decided upon.

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

Cathie Bryant, Secretary