

Minutes
Administrative Council – College of Education and Behavioral Sciences
Thursday, June 13, 2013 – 9:30 a.m.
Dean's Conference Room, GRH

Present: Evans, Norman, Dietrich, Applin, Poe, Derryberry, Pope-Tarrence, Capps, Kirchner

Guests: E. Gott for Fred Carter, A. Raybould for Scott Walker

Article: A sexual harassment related article was shared with Council members.

Professional Development Funds: The Council briefly discussed professional development account balances and possible constraints in the upcoming fiscal year budget.

Enrollment: Dr. Evans provided information concerning current fall enrollment numbers. Graduate program enrollment is down. Dr. Evans discussed offering scholarship incentives to students. He stressed the importance of advisor availability and the need to be customer friendly. The Council agreed that Dr. Carl Fox should be invited to a meeting later this summer or fall. Discussion followed.

Retention: The CEBS Retention Committee recently met to discuss possible activities and mentoring opportunities that will keep students engaged and supported during their college career. Pam Pierce is helping to coordinate efforts of the committee.

CEBS Opening Meeting: Dr. Evans discussed bringing in a leadership lecturer for the CEBS opening meeting this fall. Discussion followed.

Campus Guest: Terri Redpath, a representative from Deakin University in Australia will visit campus on June 24 to discuss how iPads are being used for classroom instruction.

KASS: The KASS Summer Institute is scheduled for June 19-21. CEBS is the main sponsor and will host an informational table during the event.

CAD Documents/Information: The following information from the June 12, 2013 CAD meeting was discussed.

- Strategic Planning
- The faculty handbook is in the final steps of revision. Effective July 1, 2013 the new version will include the approved amendments.
- All part-time faculty teaching courses will need to be evaluated on a yearly basis, beginning this fall. The completed evaluation must be signed off by the part-time faculty member, the Sr. faculty member who is conducting the evaluation, the Unit Head, and the Dean. The completed evaluations will be kept on file in Academic Affairs.
- Ranks for Instructors/Lecturers
- Hours and Credit
- Advising
- Priority Registration
- Department Head selection

Student Progress: Dr. Evans requested feedback from STE and PSY about their plans to assist students listed on the cohort tracker report with meeting the six-year graduation goal.

Promotion and Tenure: The Council briefly discussed the P&T process.

Salary Letters: Dr. Evans announced that salary letters for full-time faculty will be distributed and available for pick-up from their department's office staff within the next couple of weeks.

Staffing: Phase I staffing will be discussed in July.

Advertisement: An on-going advertisement for part-time faculty will be posted on HR's website. Tammy and Sue will work with unit heads to get this advertisement ready to post.

Public Relations Materials: Dr. Poe will be working with unit heads this fall to make sure information printed on brochures, websites, and other program documents are accurate.

SACS: Dr. Pope-Tarrence will monitor and consult with Unit Heads to be certain CEBS is in compliance with SACS requirements as it relates to faculty credentials.

Vita: All faculty need to have an updated vita posted to Digital Measures.

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

Tammy Spinks, Secretary