

Minutes
Administrative Council - College of Education and Behavioral Sciences
Thursday, June 27, 2002 – 9:30 a.m.
Dean's Conference Room, Tate Page Hall

Members present: Adams, Cooke, Crews, Ecton, Filip, Fong, Haggbloom, Houston, Kacer (for Moore), Metze, Mikovch, Nims, Poe, Stayton. Gordon Johnson and Pat Johnson from Administrative Computing were guests.

Introductions were made, and Gordon Johnson began by explaining his responsibilities for implementation of Banner. He gave a demonstration on how the University is addressing the issue of making syllabi accessible on the web and how they can be linked to Topnet's course list. There was agreement that, for liability purposes, a disclaimer statement should be programmed to pop up before any syllabus is viewed stating that syllabi are subject to change. Dr. Adams indicated that she would ask Dr. Metze to prepare instructions for faculty to use the process outlined by Mr. Johnson to link their syllabi.

Dr. Poe gave a report from the SACS leadership team regarding changes for the catalog. She strongly stressed that any curriculum changes to be included in the next catalog issue need to be started through the approval process immediately in order to be ready for the SACS visit. Department heads and deans need to review the catalogs ASAP to ensure that information is accurate and consistent.

A memorandum from Freida Eggleton was distributed and discussed relative to courses not taught for the past four years.

Dr. Houston gave a brief presentation on the College's four-year programs of study. She added that she needs to be kept updated of any changes in order to keep the website current. There was agreement that the syllabi disclaimer should be added when accessing syllabi via the CEBS website.

Dr. Adams distributed and briefly explained a form to be used for requests for the President to attend/participate in special events.

Dr. Poe discussed the requirement that 25% of the hours in a program need to be residency hours. Now that many programs are more than 128 hours, this requirement needs to be addressed, as some programs are not meeting the 25% minimum.

Dr. Adams reported that she and Dr. Cooke met with Robert Wyatt regarding contracts for web-based courses. Dr. Wyatt is addressing some of their concerns about this issue.

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

Cathie Bryant, Secretary