

Minutes
Administrative Council - College of Education and Behavioral Sciences
Thursday, July 1, 2004, 9:30 a.m.
Dean's Conference Room, Tate Page Hall

Members present: Evans, Ecton, Daniel, Haggbloom, Hughey, Keaster, Metze, Mikovch, Poe, Powers, Shoults

Dean Evans called the meeting to order. Second Lieutenant Ashton Shoults was introduced as the new representative from Military Science. Dr. Evans went over the packet of materials from the recent Dean's Retreat. Items discussed were:

- 1) The J-Term (January) – handout showed rationale, advantages/disadvantages
- 2) Campus Visit in April of the Council on Postsecondary Education
- 3) Black Student Alliance
- 4) International Student Recruitment Plan—ESLI is having some difficulty with coursework
- 5) Graduate Studies and Research Report – concern over the 2.5 gpa. Need to look at who will admit students to graduate programs in the future
- 6) Department Head Contracts – promotion increments will be addressed in the near future. Regarding faculty salaries--it was announced that a \$500 increase in the promotion bump will be effective Fall 2005 for those moving from assistant professor to associate professor.
- 7) Draft Tenure Policy (& Post-Tenure Review)
- 8) Academic Quality—Phase II – Need to look at how we want to access. This will be the last opportunity to do so and department heads were encouraged to review carefully.
- 9) Summary of Commitments/Available Amounts (04-05)
- 10) Capital IT Projects – Any concerns from departments need to be sent to the Dr. Evans. Dr. Burch has some significant concerns.
- 11) Engaging Students for Success in a Global Society—this was a very important issue that will be discussed at the Department Heads Retreat in August. Department heads need to be thinking about a faculty member in each department to go to a special session addressing issues of student engagement, i.e., social responsibilities, active learning.
- 12) American Democracy Project—Sam encouraged everyone to review this.

Dr. Evans said he was not sure of where everyone is with the action plans and assessment plans from a technology aspect. He wanted everyone to make sure their action plans and assessment plans were in place and let him know where they are in the process as he is having trouble accessing data in the system.

Leroy Metze expressed a concern over the fact that the University has access to Mozilla and Netscape but Internet Explorer is needed to access a large amount of programs.

Dr. Evans talked about the *New York Times* being supplied to CEBS at Western (free of charge) for students to read. He asked the opinion of the department heads whether they think it would be a good idea to bring in a consultant to inform faculty how this publication could be used for instruction. The consensus was that it would be a good idea.

Next Dr. Evans talked about staffing plans. He said he wanted this ready to give to Dr. Burch in August and the date to get them to Dr. Evans is set for Monday, July 19th. Make sure the rationale is very specific but not to elaborate. He stated that the Department Head position in Educational Administration, Leadership and Research would be number one on the staffing plan list. Dr. Evans is going to set a deadline for all ads to be in the Dean's Office. He wants all Form 1's to be in process by October.

Dr. Evans informed the group that Dr. Burch is interested in a degree program in Instructional Design at the master's level. This would probably fall into the Curriculum and Instruction or Library Media area.

Dr. Evans said that he will be meeting this month with Dr. Bauers, the Director of Education at Fort Knox, to discuss adult learning opportunities. He asked department heads to give their ideas to him as soon as possible.

Space issues were mentioned next. Dr. Evans will be talking with Dr. Kirchmeyer when he is back from vacation about the space on the first floor of Tate Page. Most of this space will go to the Psychology department. There is some renovation money available. Dr. Evans, Dr. Keaster and Sharon Hartz are meeting on July 2nd to discuss other space issues.

Any brochures being done at the department level need to run past Dr. Poe before being processed, as documentation is needed to be on file for SACS purposes. Dr. Poe explained that this was a SACS requirement that a review of academic promotional materials be in each Dean's office.

Everyone was reminded that if you have not done so, the Instructional Roster for SACS was due yesterday, June 30th. Unit Productivity reports are due today, July 1st.

Dr. Poe stated that the SACS report is due August 15th in Georgia. She wanted to give the department heads a heads up that SACS will be looking at transfer vs. native students and main vs. extended campus students. Dr. Burch will be discussing this at the retreat and also the fact that extended campus grades is noticeably higher.

Announcements--Dr. Poe announced there would be an orientation program for new faculty. Dr. Metz announced that the Ed Technology Center would be closed July 2nd through July 6th for renovation of the air conditioning. Dr. Haggbloom said Microcomputing ordered computers this morning for new faculty members, to be installed in mid-July. Discussion--plagiarism software possibly going University-wide. Dr. Evans said that we would be having a barbecue luncheon again this year for the beginning of the year program. There will be no meeting on July 8th but plan for one on the 15th. Dr. Evans informed the group that Cindy Houston is now a faculty member in Library Media Education and Michelle Kahler will be taking over some of Cindy's responsibilities and will be attending Administrative Council meetings in the future.

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

Susan Krisher, Secretary