

Minutes
Administrative Council - College of Education and Behavioral Sciences
Thursday, July 6, 2000 - 9:30 a.m.
Dean's Conference Room, Tate Page Hall

Members present: Adams, Cooke, Fong, Metze, Poe (for O'Connor), Schnacke, Stayton, Stone, Wardell (for Filip).

Dr. Adams discussed the faculty search process and stressed that salary is to be discussed only in the Dean's Office. Department heads were asked to talk with faculty about this. She added that teaching load and other responsibilities are a direct decision of the department head. Department heads also make the ultimate decision on what name is sent forward and can give the candidate a salary range. During the interview process, it is most helpful to schedule the prospective faculty member's appointment with the department head early in the process so that these issues can be discussed at that point.

Dr. Adams indicated that it is again time to be thinking about the staffing plans for next year. A list of currently available positions and funds will be provided by mid July, and information on annual profiles and productivity will be provided by the end of July. Staffing plans will be due to Dr. Burch by August 10. Department heads were reminded that justification is needed on any positions requested, and Dr. Burch will be looking at productivity in determining the need for those positions. Department heads were asked to talk with Dr. Adams prior to August 10 regarding staffing in their respective areas.

The issue of approaches to faculty advising/hiring was discussed.

Dr. Adams discussed faculty web sites. Dr. Metze will be scheduling additional workshops for the purpose of teaching faculty how to do a web page. In addition, department heads were asked to review faculty web sites that are accessed through the College's web page and decide whether adjuncts, optional retirees, etc., should be included. Dr. Metze needs to be provided with the URL of any faculty sites and syllabi on the web. Dr. Adams asked department heads to express her appreciation and commend those faculty who have already put their syllabi on the web and to encourage those faculty who have not yet done so.

Faculty office hours were discussed. Dr. Adams indicated that she is not as concerned with whether the College has a universal requirement as much as whether faculty are flexible in being accessible to students. Faculty need to be available on different days of the week and different times during the day. This applies to accessibility for graduate students in the evenings. Department heads were asked to forward faculty office hours to Dr. Adams. In addition, Dr. Adams reminded everyone that the new class schedule was developed to accommodate Friday afternoon meetings. This option was requested by faculty and should be kept in mind when scheduling meetings.

Dr. Poe reported that she has talked with Sharon Dyrsen about the length of time allowed for department heads to input spring class schedules. More time will be allowed up front for this purpose.

Dr. Poe distributed information and discussed the process used by the Psychology Department for scheduling classes. Additional discussion followed.

Dr. Adams spoke briefly on the web registration procedure to be used in spring 2001.

Discussion was held on conditional graduate admissions and on the billing process used by the University. Dr. Adams stressed that all out-of-state graduate students will be required to pay only in-state tuition. She will meet with Dr. Burch regarding billing problems.

Dr. Adams reported that she leaves on Sunday morning to attend Advance Camp at Ft. Lewis, Washington, and will return on Thursday.

Information was distributed and discussed relative to organization of technology in CEBS. Discussion followed regarding the use of equipment and labs. Dr. Metze pointed out that the Educational Technology Center is designed first to accommodate teachers who need to use the lab for their classes and then for students on a walk-in basis. He added that information is needed on what currently exists in the College as far as labs and what is available in each.

Dr. Adams noted that the annual evaluation will be used in both the pre- and post-tenure review process.

The issue of external guidelines (i.e., accreditation) for syllabi was discussed. Dr. Metze mentioned that instructions are on the College's web site under Educational Technology.

Dr. Adams is in the process of obtaining information on departmental practices for giving faculty load credit for independent studies and advisement.

Dr. Metze indicated that the College is currently out of the capability for making connections for attaching a computer to the network. That problem is being addressed.

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

Cathie Bryant, Secretary