

Minutes
Administrative Council - College of Education and Behavioral Sciences
Thursday, July 12, 2001 – 8:00 a.m.
Dean's Conference Room, Tate Page Hall

Members present: Adams, Evans, Cooke, Ecton, Fong, Little (for Crews), Metze, Nims, Stayton, Williams (for Filip). Ms. Sharon Hartz was a guest.

The new organizational chart was distributed, and Dr. Adams announced that Ms. Hartz's position has been reclassified to Administrative Assistant. Ms. Hartz discussed the issue of pay grades for part-time payroll and distributed guidelines from the Faculty Handbook. Suggestions were made, particularly that faculty should not be paid until they have signed their contract. Dr. Adams stressed to department heads that they read and be familiar with the criteria for appointments. The Dean's Office will try to monitor these appointments as well.

The Emergency Policy and Procedures Manual for Tate Page Hall was distributed and discussed. Ms. Hartz emphasized that it is still in draft form and added that arrangements need to be in place for evening and weekend classes. It was agreed to review the procedures, as we have a moral responsibility to be familiar with and inform students of them. Also, the recommendation was made to delete the last sentence in the second paragraph on the first page. Further agreement was reached that all faculty should have a copy of the procedures and should at least highlight in class the most likely emergency scenarios as well as include a statement on each syllabus about the procedures and about students with disabilities. Dr. Metze added that he could put a template on the web for faculty to use so that all syllabi have similar formats.

Further discussion occurred relative to syllabi, particularly that they should be semester specific. Dr. Adams pointed out that G sections of courses should carry additional requirements. Dr. Evans indicated that the Appeals Committee views a syllabus as a contract; and if an appeal is filed and the instructor did not follow the syllabus, he/she has violated the contract and the student would probably win the appeal.

The announcement was made that Dr. Cooke will be serving as Interim Head of Elementary Education until a national search can be conducted. Dr. Evans will be available to assist the interim head of Middle Grades/Secondary, as will Dr. Adams for Elementary Education.

Drs. Adams and Evans had the first meeting with Dr. Burch on the 2002-03 staffing plan, and some items in that plan were approved. They are notifying departments as approvals are made. Before making some final decisions, Dr. Burch will review trend data when it becomes available, and copies of that data will be distributed to department heads as soon as possible. Dr. Evans spoke further concerning the budget cuts and urged department heads to be diligent in filling vacant positions so that they are not lost. Dr. Adams indicated that positions in the College have been reviewed, and some have been redesigned to indicate that they are being used.

Dr. Evans reported that the College has received approval to begin a search for an assistant dean. As a group, the Administrative Council may want to hold some discussions on that position relative to how it will be structured. It is anticipated that curriculum and accreditation issues will stay with Dr. Evans, and grants would be moved to the assistant dean.

Dr. Adams indicated that the other academic deans were given a demonstration of the new facilities in the Technology Center, and they were very impressed. Dr. Metze added that the Technology Institute will be held on August 8, which will provide opportunities to learn about national technology standards and how to integrate technology into instruction. If department heads have suggestions on who they would like to attend, they should notify Dr. Metze. The individuals who participate in the institute will be referred to as "E-train Technology Advocates." Important aspects in

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choosing participants are that they have an excitement and enthusiasm for learning new skills and for sharing with their colleagues. Department heads are asked to recommend 2-3 people from their department to receive invitations.

Faculty computer replacements are occurring in CEBS. Dr. Ecton pointed out that it would be helpful for the Microcomputing personnel to leave a note on computers that they have either replaced or upgraded.

As the Community College is out of space, they will be temporarily taking over some space in Jones Jagers where the Adult Day Care was housed. Eventually, the Community College and Ogden College will move part of their operations to the old mall, which Western recently purchased.

Dr. Evans discussed spring schedules and urged department heads to give serious thought to the contact hours for weekend courses, as this is very important for accreditation. The College may need to look at offering weekend courses over 4 weekends rather than 3, and we also need to be sure that evening and weekend courses meet the required amount of time. Contact hours should be 37-1/2 hours or 45 50-minute class sessions. Drs. Adams and Evans will be dropping by the building at night and on weekends to spot check classes.

Dr. Metze cautioned everyone to back up their data if they will be getting a new computer.

Dr. Adams informed everyone that the Administrative Council will be back on the regular schedule of meeting every Thursday at 9:30, so plan on meeting unless notified otherwise.

Dr. Ecton spoke briefly on the issue of the importance of leadership. He added that a state grant has been received to look at developing a new leadership model for schools, and he will try to get summary information on it.

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

Cathie Bryant, Secretary