

MINUTES
ADMINISTRATIVE COUNCIL – COLLEGE OF EDUCATION AND BEHAVIORAL SCIENCES
Thursday, July 15, 1999 – 8:00 AM
Dean's Conference Room, Tate Page Hall

Members Present: Adams, Evans, Fong, Little, Metze, O'Connor, Oglesby, Schnacke, Stayton.

Clarification was made on the revised process for budgeting graduate assistantship funds. Funds will now go to the Dean's Office for distribution, and allocations in most cases will be made on the basis of past history. A sample letter to prospective GA's was distributed and discussed. Sharon Hartz' office will function as a type of College clearinghouse.

Dr. Adams encouraged everyone to look carefully at how space is defined. TBA classes should be included in space utilization. The criteria is 38 hours per week per classroom and 23 hours for labs. Currently, 36 hours will be accepted (the average in Kentucky is 29 hours). The issue was raised relative to classes held on Saturday, and Dr. Adams indicated that she would follow up on that. There was an agreement that reports on chair counts could be revised. Dr. Evans spoke briefly of the limited available office space.

Dr. Adams asked department heads to be thinking about scheduling, particularly for flex Fridays. Alternate options are being considered. Council members agreed that flexibility is important and that the issue of support needs to be addressed relative to starting classes at 7:30 a.m.

The recruitment of international students was discussed. Dr. Adams reported on Western's contract with ESLII and the types of conditional or provisional admissions available to students. Dr. O'Connor remarked on the meeting he attended on Friday. Further discussion was held.

Sandra Ardrey has been appointed as Special Assistant to the Provost for Faculty Recruitment. She has expressed her willingness to meet and work with departments in whatever way she can.

Dr. O'Connor discussed his post-tenure review draft. Teaching is stressed as very important, and individuals should define their role on how they present themselves and how they contribute to the mission of the University. It allows tenured faculty to be productive in the focus of their career. Issues addressed center around the size of portfolio to be submitted and keeping the process on a positive basis rather than as a critique. Dr. Evans indicated that a decision will be made next week by the deans. Further discussion was held on the role and function of a College-wide committee, and the Council members agreed that this first year will be a test year and to try to remain flexible.

Dr. O'Connor reported on work done on the committee to address faculty retirement incentives/options. The committee's recommendation is to increase the percentage from 37.5% to 50%. Brief discussion followed regarding the length of time and capturing salary monies. Dr. Oglesby mentioned the issue of support for optimal retired faculty, such as travel and professional development funds.

Dr. Adams explained that personnel from the Center for Teaching and Learning will attend the August 5 Administrative Council meeting to distribute the first in a series of notebooks on Exploring the Scholarship of Teaching. After distribution of the notebooks to Council members, CTL will supply each department with enough copies for their faculty members.

Department heads were reminded to submit Unit Productivity Awards,

The agenda item on consulting policy/extra pay policy/issues regarding personal business operations will be discussed at the next Administrative Council meeting.

The Intellectual Property Policy continues to go through changes and can be found on the Web. Further discussion involved the issue of royalties.

Dr. Adams encouraged everyone to review the e-mail message concerning defining the uniqueness of the institution.

Rodney Cohen was introduced and spoke on development. He indicated that he is looking at the expansion of communication, which includes the Web and newsletters. Dr. Metze gave a brief update on the process of Web site development for the College. Dr. Adams added that a link is needed on current activities in the College. It was agreed that a newsletter would probably be more effective as a tool for development. Further discussion involved the issue of supporting a Web site in order to keep continuity. Dr. Adams noted that faculty release time appears to be effective at some institutions.

Administrative Council

July 15, 1999

Page 2

Mr. Cohen reported on the following activities:

- Lists submitted by faculty on possible donors
- Wish lists created by departments
- Work done on scholarships
- Initiatives from banks
- Initiatives with teacher education
- The possibility that a one-room school house will be brought to campus
- Contact with industry regarding the I/O program
- An endowed professorship

Dr. Evans asked that he be notified if anyone has specific areas where an endowed professorship would be helpful.

Dr. Schnacke reported that a grant was received from the Kentucky Department of Education for additional training for the Training Projects.

Dr. Evans announced that over \$18 million in grants have been submitted by the College this past month. He commended the work of the faculty on these grants and added that the College is far ahead of many other institutions in terms of grant activities,

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

Cathie Bryant, Secretary