

Minutes
Administrative Council - College of Education and Behavioral Sciences
Thursday, July 20, 2000 - 8:30 a.m.
Dean's Conference Room, Tate Page Hall

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

Drs. Adams and Evans reported on their travel plans during the week of July 24, and noted that Dr. Fong will be Acting Dean during that time.

A copy of a bill received for graduate tuition from Auburn University was distributed and discussed comparing how Western handles billing for the out-of-state graduate tuition waiver. Further discussion was held on the fact that reference to the waiver as a scholarship or fellowship causes the student to be required to claim it on their taxes. Dr. Burch is following up on this issue with Ann Mead.

Dr. Stone shared information concerning the search process. Dr. Adams reiterated that discussion about salary is to be done only at the Dean's level, and discussion regarding work load and responsibilities is covered at the department head level. Also, there is to be no communication between candidates and search committee members after the interview to discuss the search process. Dr. Adams reminded everyone that the search process is spelled out in the Faculty Handbook. The role of the search committee is basically that of a screening committee. Dr. Evans stressed the importance of search committee members making phone calls about each candidate. Department heads were asked to update faculty on the search process.

Dr. Burch has asked that the four academic deans meet with Dr. Gray to discuss conditional graduate admissions. This issue will continue to be explored. Dr. Evans commented that deadline dates need to be established for applications, and program areas need to review each application.

The planned fifth year program was discussed at length. It was agreed that this program should not be used "up front" but, rather, as a "safety net." In addition, the specialist program should be considered in many cases, as it will result in pay increases. Dr. Adams pointed out that Dr. Houston needs to receive from each program area a handout for each masters program to include the name of a contact person. Dr. Houston added that she needs information from each department head on what programs are in their particular area, what the courses are, and a schedule of when the courses are offered.

Discussion was held on Banner. Dr. Adams stated that the teacher education organizational changes will be incorporated after final approval by the Board of Regents. Dr. Evans suggested that payroll configuration could be attached to Banner through course offerings. Ms. Wardell indicated that Military Science is not included in Banner, which needs to be addressed.

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

Cathie Bryant, Secretary