

Minutes
Administrative Council - College of Education and Behavioral Sciences
Thursday, July 24, 2003 – 8:00 a.m.
Dean's Conference Room, Tate Page Hall

Members present: Evans, Poe, Baker, Daniel, Ecton, Haggbloom, Hughey, . Sharon Hartz was a guest.

LTC Baker was welcomed, and introductions were made.

Dr. Evans spoke briefly about plans for the opening of the fall semester. He added that Ric Keaster's responsibilities will include NCATE, and Retta Poe will be responsible for student services. Their titles will probably change to reflect this.

Rachel Wurth has begun as the new Grants Administrator. She will be responsible for post-grant administration as well as working with individuals on developing proposals.

Dr. Evans indicated that he felt the department head workday was very productive. He thanked Dr. Haggbloom for his leadership on the Department Heads Council.

The new faculty orientation and luncheon will be held on August 6. Department heads with new faculty typically attend as well. This is also the first official date for new faculty. A workday for department heads is scheduled for August 7 from 7:30 to 1:30 at South Campus. New faculty activities within colleges will be held on August 8. Dr. Evans will meet briefly with new faculty, probably to include a luncheon. Department heads should inform Ms. Hartz as to who will attend.

President Ransdell has scheduled the University-wide meeting and reception for August 12 from 8:00-9:20. There is an expectation that everyone attend, and department heads will be held responsible for ensuring faculty attendance. The Academic Affairs fall convocation will be held at 9:30 on the 12th. The suggestion was made that refreshments for the President's meeting be served before, rather than after, the meeting.

Dr. Evans indicated that a book relative to the University's theme of civic engagement has been chosen for everyone to read this year. One of the authors will be at Western and will be holding a seminar from 4:00-8:00 on August 12. Also on the 12th will be the GA orientation meeting. Concern was expressed relative to scheduling conflicts with the events of that day in particular. Dr. Evans also asked department heads to notify Ms. Hartz of anything they would like to have available at the GA "fair." Dr. Poe will contact Lisa Murrell to confirm the GA activities. It was agreed that the suggestions and concerns expressed should be mentioned to Dr. Burch.

Departmental meetings are scheduled for August 13 from 8:00 to 10:00, and college meetings will be held from 10:00 to 12:00. The CEBS meeting will most likely be scheduled for 10:30 to noon. Dr. Evans asked department heads to provide him with a brief biographical sketch and photo of each new faculty and staff member, as that information will be scrolling on the screen prior to the college meeting. Department heads will still be asked to introduce their new people during the meeting. In addition, Dr. Evans asked for information from department heads on significant activities in which faculty are involved so that he can recognize those individuals. All information is needed by July 30.

Dr. Evans also noted that he will talk briefly about accountability and NCATE, and Dr. Poe will report on SACS. Faculty who have received awards also will be recognized.

It is not yet known when the reconfiguration of the parking area adjoining Page Hall will occur. Randy Deere, Karl Laves, and John Bruni serve on the Parking Committee.

Department heads were asked to provide Dr. Evans with the location of their departmental meetings. He also needs information on faculty or staff who are new parents or grandparents. He hopes that the

luncheon will be in a different format than previous years. It was agreed to try to use the area under the overhang at Preston Center for that function.

Dr. Evans reported that the ETC is being updated and computers will be placed in every classroom. Dr. Metze will share information on technology at the next Administrative Council meeting.

Dr. Evans remarked that he feels this year's administrative team will be the best in his 14 years at Western. He commended everyone and expressed his appreciation and thanks for their contributions. He added that he will try to appropriately delegate tasks and wants to be told if he is neglecting any of his responsibilities or duties. He plans to resist micromanaging but will retain control over personnel, development, and outside constituencies. Dr. Keaster will be responsible for the budget, GAs, and facilities; and Dr. Poe will handle academic programs and student issues. After the NCATE visit, has occurred, responsibility for grants will be transitioned to Dr. Keaster.

President Ransdell has expressed concern about Western's growth rate relative to funding from the state. If the funding level is not increased, changes will have to be made.

The University is in the discussion stages of initiating a stand-alone Ed.D. program. Dr. Evans will be asking Drs. Poe, Daniel, and Powers to be part of those discussions. A core faculty will be needed who are solid in research. President Ransdell expects a plan to be in place in the near future.

Dr. Poe distributed a list of majors within the College and asked department heads to update as appropriate. Credentials will need to be provided on faculty who serve as program coordinators, particularly in light of SACS guidelines on faculty qualifications for individuals serving in that capacity.

Dr. Poe reminded department heads to review the SACS assessment data that was collected in the spring. She further encouraged them to keep detailed minutes documenting data presented and changes made.

Currently, Alice Mikovch is signing undergraduate degree programs for education, and Retta Poe signs for psychology. Degree forms and degree change forms should continue to be submitted to Teacher Services (408). The Director of Teacher Certification position is being advertised, after which a search will occur for an Office Associate to review the degree programs and work with Dr. Poe and Ms. Mikovch on signing the programs for them.

Dr. Haggbloom expressed concern relative to the faculty evaluation forms. He suggested that the system be based on at least a 5-point rating scale and a permanent category be added for collegiality. Ms. Hartz added that the Staff Council is looking at the staff evaluation system. This topic will be on a future Administrative Council agenda for further discussion. Dr. Evans pointed out that faculty input is important to this process, and department heads should be thinking about it.

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

Cathie Bryant, Secretary