

Minutes
Administrative Council - College of Education and Behavioral Sciences
Thursday, August 3, 2000 - 9:30 a.m.
Dean's Conference Room, Tate Page Hall

Members present: Adams, Crews, Evans, Filip, Fong, Houghton, Houston, Phelps, Matthew, Mikovch, Schnacke, Stone, O'Connor

The Dean updated the Council on out-of state tuition. Western is looking at a new way of billing. Out-of-state tuition is not waived, it is covered through a graduate fellowship.

Regarding an update on graduate admissions, Dr. Evans reported there are many GAP score issues. He will be recommending to Elmer Gray that the admissions process include 1) application form with transcripts, 2) GRE score (GPA) for everyone, 3) letter of application, and 4) letters of reference or support. These documents would be collected by the Graduate College where they would send a postcard to the student informing them of all documents received. These documents would then be sent to the individual departments for review by a committee. Once recommendations are made, they are forwarded to Dr. Evans' office for final approval. Dr. Evans stated that deadlines for applications will need to be set. There is a concern about admitting those with weak GPA's and GRE's. By admitting students with these low scores we are taking a risk on these students graduating with grades similar to those with high GAP scores. This could look like we have low standards unless faculty do maintain high standards. Dr. Evans has been seeing increases in GAP and GRE scores.

Faculty Search Committee Process - Training is being planned for this. Some meetings will be scheduled in the near future.

The Dean reminded the Council of all the upcoming meetings for new faculty. Any suggestions for discussion at these meetings can be emailed to her.

Meetings will be set up shortly concerning Staffing Plans for 2000-2002.

The Dean had a very positive report on faculty web pages. Much progress has been made in our college.

Independent Study Forms (printed on NCR paper) are now available in the Dean's Office.

The Dean would like to have information by early next week of how credit hours for independent studies and advisees are assigned when doing faculty load reports.

Off-Campus Instructional Needs and Program Plans - The Dean encouraged the department heads to be thinking ahead of programs that could be marketed through Dr. Houston.

Dr. Houston, Outreach Coordinator for the Dean's Office, reported about her work with coordinators at off-campus sites. She stated there were some immediate needs at some extended campus sites. Dr. Schnacke asked Dr. Houston to check on the problem of course site evaluations at extended campuses. These are not getting done on a timely basis.

The dean asked that any concerns the departments wanted discussed at the Council of Dean's Retreat on August 7th be emailed to her.

The Mexico City Program has gone very well so far. Work is still being done on assignments of faculty. There has been considerable positive feedback from the Hispanic students.

Being no further business, the meeting adjourned at 11:15.

Susan Krisher
Secretary

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