

Minutes
Administrative Council - College of Education and Behavioral Sciences
Thursday, August 7, 2003 – 2:00 p.m.
Dean's Conference Room, Tate Page Hall

Members present: Evans, Ecton, Haggbloom, Hughey, Metze, Mikovch, Powers, Spugnardi, Wurth.

Dr. Evans outlined the format for the College meeting, which will be held in the Auditorium on the 13th at 10:30. He asked department heads to provide him with information on things that have occurred in departments. The information is needed by August 8. Even though pictures and information on new faculty and staff will be scrolling on the screen, department heads were asked to introduce them. This year, lunch will be served under a tent on the South Lawn.

Ms. Spugnardi's role was discussed briefly. Dr. Evans indicated that she is employed through GRREC.

On August 13, Dr. Evans will be meeting with a consultant regarding strategic planning. He asked for input from department heads as far as what outcome they would like to see as a result of the strategic planning process. Brief discussion followed. Dr. Evans added that he will also be focusing on development.

Department heads were informed that Action Plans will be done again this year.

Ms. Wurth, Grants Administrator for the College, was introduced. Dr. Evans pointed out that she will have responsibilities in the areas of post-grant administration as well as providing some help with grant development. The T/TAS grant will continue to report directly to the Dean. Ms. Wurth will report directly to Dr. Keaster, who will have sign-off authority on all other grants. Dr. Evans stressed that faculty need to be aware Ms. Wurth is available to help PI's be successful with their grants.

Dr. Metze announced that August 29 is the deadline for faculty to enter MIS data. In addition, he stressed the importance of faculty entering data from previous years, particularly relative to the upcoming accreditation visit.

Dr. Evans indicated that faculty evaluations, promotion, and tenure will be discussed at the next meeting. He added that he would like faculty, and their respective department heads, to identify professional goals.

Department heads were asked to ensure that classes are spread across the time frame. In addition, they need to be mindful of weekend classes adhering to the required contact hours. The contact hour issue is critical to accreditation.

Department heads were asked to be thinking about staffing issues relative to next summer.

Items to be submitted for Happenings should be forwarded ASAP to Ms. Bryant. She will check on the format to be used for those submissions.

Dr. Evans stressed that the baccalaureate alumni surveys need to be incorporated into departmental meetings, and those discussions should be well documented.

Names of departmental representatives to attend the American Democracy seminar should be submitted to Ms. Bryant by the end of today. Dr. Poe indicated that she will serve as the College representative, and Dr. Evans also will attend. Dr. Evans added that there are funds available in two Foundation accounts to be used for civic engagement projects.

A College representative is needed for the University Diversity Planning Committee. Department heads will be asked to have names at next week's meeting, and the Council members will choose someone for those individuals.

Dr. Poe will be working with the Honors Program and department heads on scheduling of Honors courses.

The current Admissions Report was distributed.

The Standards Board document entitled *Identifying "Highly Qualified" Teachers Pursuant to the No Child Left Behind Act of 2001* was distributed and discussed. This document outlines the definition of what a highly qualified teacher in Kentucky will be and is especially relative to special education.

Dr. Metze discussed the suggested file name structure for course syllabi on the web. Other suggestions are welcome.

Ms. Mikovch suggested that Dr. Stayton would be a good choice for the College representative for diversity.

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

Cathie Bryant, Secretary