

Minutes
Administrative Council - College of Education and Behavioral Sciences
Thursday, August 11, 2005 – 9:30 a.m.
Dean's Conference Room, Tate Page Hall

Members present: Evans, Keaster, Poe, Brotherton (for Baker), Daniel, Fiene, Haggbloom, Hughey, Metze, Mikovch, Powers.

Department heads were encouraged to make plans for the upcoming Open Houses and other recruitment functions.

The draft University organizational chart was reviewed. The Center for the Study of Life Span Development will be added.

Each academic unit should have representation at the August 23 QEP seminar. Names should be submitted to Ms. Bryant by Tuesday.

Dr. Evans spoke about IT's "In the College Day." He and Dr. Metze will be meeting with two individuals on August 22 regarding the IT reorganization. After that meeting, the Council members will choose a date in September or October for the College's day.

Dr. Evans reviewed events relative to the opening of the Fall 2005 semester:

August 18 – University-wide PD day for all faculty and professional staff

August 19 – College PD day. Dr. Poe is in the process of revising the narrative for each session.

Discussion followed. Dr. Evans indicated that if room is available, the sessions will be opened up to others across campus. Department heads were urged to strongly encourage attendance at these events.

August 24 – College-wide opening meeting at 10:30, followed by lunch. Dr. Metze still needs pictures and bio's on some of the new faculty and staff. Additionally, Dr. Evans would like examples from department heads on exceptional work being done by faculty as well as any recent "additions to the family." He reminded everyone that student engagement and accountability are two areas of particular importance this year.

Dr. Evans announced that Dr. Antony Norman has accepted a position elsewhere. His departure will have a major impact on the College. Dr. Evans added that he plans to move ahead carefully in replacing him.

A meeting with the President is scheduled for August 24 to discuss the proposed doctorate.

Discussion was held on the Reauthorization of Higher Education Act. The major components will be student learning, transfer credit, and distance learning, with a focus on learning outcomes and objectives, as well as academic quality. Additional discussion was held regarding the issue of limiting the number of hours for which students can register within one semester.

Department heads were asked to encourage attendance at MASTER Plan on August 24, 5:00 to 7:00.

Faculty qualifications information is being reviewed, and we should be receiving feedback in the near future. Brief discussion followed relative to part-time faculty. Dr. Evans stressed the importance of having transcripts and a vita on file for each individual. New copies of transcripts are not needed each time a part-time faculty member is hired; however, what is needed each time is the part of the vita that shows they are qualified to teach the course for which they are being hired. Dr. Poe added that a checklist of SACS requirements is being developed for use when hiring part-time faculty.

Department heads were asked to review the materials on the summer and winter terms and to verify the enrollment data. Dr. Evans should be notified of any inaccuracies. Dr. Fiene noted that if anyone is

interested, they are welcome to join the meeting she will be having with GRREC or to provide her with information.

Brief comments were made on the possibility of centralized scheduling of rooms. Dr. Evans pointed out that the College will probably break even on 2005 summer expenses.

Dr. Evans asked department heads to firm up their proposed winter term course offerings by the end of next week. Dr. Poe is serving as the College representative on the University's Winter Summer Advisory Committee, which will be meeting today. Discussion at that meeting will involve enrollment caps, and she asked department heads to provide her with feedback on that topic.

Dr. Poe will be working with department heads on information relative to programs that no longer exist.

Dr. Evans spoke briefly about the salary equity adjustments and stressed that he will need documentation. He will be meeting with each department head.

Information should be received in the near future concerning percentages on the SITE and SGA evaluations. Dr. Poe pointed out that, when department heads list courses, they can indicate whether the class is to be evaluated. Dr. Evans added that he will need rationale for all classes that will not be evaluated.

The Administrative Council will not meet on August 18 or 25, and it is hoped that a meeting will not be needed on September 1 either.

Dr. Evans commented briefly on summer term and added that it went well.

Dr. Metze reported on technology updates to classrooms in the building.

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

Cathie Bryant, Secretary