

Minutes
Administrative Council – College of Education and Behavioral Sciences
Friday, August 11, 2011 – 9:30 a.m.
Dean's Conference Room, GRH

Present: Evans, Poe, Applin, Caldwell, Carter, Dietrich (for Powers), Haggbloom, Metze (video), Pope, Schlinker. Dr. Peter Hamburger was a guest.

Math Requirements – Dr. Hamburger reported/discussed the issue relative to Math 116 and General Education requirements. He spoke further on how it impacts student retention. Effective Spring 2012, Math 116 and 117 are no longer general education requirements. If anyone is interested in the Infomatics Program, email him and copy Lynn Swetmon.

Research Decision Support System – Susan and Cathie were trained, which will help Dr. Evans keep abreast of enrollment, etc. He will ask Susan to run the report every morning. He added that letters were sent to all incoming freshmen and transfer students as well as to those who have been admitted but are not enrolled.

Enrollment – Dr. Evans reported on enrollment figures.

Roles/Responsibilities of Unit Heads – Review this handout and respond to Dr. Evans with any input.

Staffing Plan – Brief comments were made. Please read and be sure you understand it. Further discussion followed, particularly concerning individuals moving to administrative positions.

Administrative Stipends – This proposal is going back for further review.

Summary of Strategic Goals – Department heads should take this back to faculty and discuss at the departmental meetings as to whether there are items to consider as a priority. Let Dr. Evans know of those. It should be noted that the activities are actually objectives.

Future Meetings of Admin. Council – No meeting will be held on August 18. A meeting is scheduled for August 25, and Dr. Evans wants ideas from unit heads on strategic goals prior to the 25th.

2011-15 Strategic Agenda – Brief comments were made; everyone was asked to review it.

Personnel – Dr. Evans discussed changes in the responsibilities for the Grants Administrator position. More involvement will be on the pre-award side. Each unit will need an individual to check information and forms for accuracy. He added that the Grant Writer position is in Phase 2 of the staffing plan.

CEBS Opening Meeting – The meeting will begin at 10:15, luncheon at 11:30, and the Wagner presentation at 12:30 with Q&A afterwards. Information will be shared during the meeting relative to work being done by the Retention Committee. In addition, information on internationalizing the curriculum will be shared, and all events are expected to conclude by 1:45.

Ransdell Hall – Work is being done in preparation for the beginning of classes. Brief comments were made.

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Dual Admission Agreement – A Dual Admission Agreement was signed with the Bowling Green Community Technical College. Comments and concerns were voiced, particularly relative to extended campus sites.

CEC Personnel Changes – Brief comments were made concerning changes in personnel at the CEC.

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

Cathie Bryant, Secretary