

MINUTES
ADMINISTRATIVE COUNCIL – COLLEGE OF EDUCATION AND BEHAVIORAL SCIENCES
Thursday, August 13, 1998 - 8:00 AM
Dean's Conference Room, Tate Page Hall

Members Present: Evans, Mikovch, Daniel (for Stayton), Fong, O'Connor, Oglesby, Payne, Schnacke.

Evans briefly discussed the information on the new Tennessee/Kentucky reciprocity agreement.

Discussion was held on fall enrollment and spaces remaining in general education courses. If a department head feel they will have enough students for another section, Evans will attempt to find part-time monies.

Brief discussion was held on the institutional performance summary.

The President will be distributing a packet at the Tuesday morning meeting which will include the strategic plan. Further discussion was held on benchmark comparisons. Each department will need to develop an action plan tied in with "Challenging the Spirit" as well as identify benchmarks we want to work from. Bob Cobb and Thuesdi Helbig have offered their assistance in this effort. More information will be available next week.

Discussion was held on the involvement of 12-month and 9-month faculty and administrators in funded projects. Plans are under way to develop a policy on this topic.

The intellectual property policy was discussed.

Evans reported on activities related to the beginning of the year meetings. Department heads plus one faculty member identified from their respective departments are invited to the Glassick presentation on Tuesday morning.

Faculty are strongly encouraged to attend the University-wide faculty convocation, at which Glassick will speak.

A department heads meeting will be held the week of August 17, and sexual harassment will be discussed at that time. A college meeting will be scheduled for those faculty who did not attend the departmental sessions.

Brief comments were made on program reviews. Department heads were reminded that "Challenging the Spirit" will drive these issues.

New computers will be installed in offices of new faculty members this week. Department heads should contact Dr. Anderson if he has not been in contact with them. Further discussion followed.

Evans asked that department heads again remind faculty of building security.

Additional faculty are needed for freshman seminar sections. If any faculty need to fill out their load, this would be a possibility.

Faculty and staff will no longer have free access at home to the Internet. The University will pay \$7.00 of the monthly charge, leaving \$6.95/month for the faculty/staff member to pay through payroll deduction. The question was asked concerning Military Science and optional retired faculty are eligible for this service.

Program advisory statements have been forwarded. Three issues will need to be addressed on all new programs: (1) needs assessment, (2) collaboration with other institutions, and (3) extended campus.

Fund balance and indirect monies were discussed. Evans cautioned department heads regarding utilization of those types of funds as well as having rationale for keeping particular grants within the College. Also, the deans will be discussing his issue. Thoughts were solicited on ways to reward those areas who are frugal in their spending.

The listing of faculty and graduate student research awards should be reviewed by department heads relative to which grants are finished. Evans indicated that there is a proposal to establish a research council to address research issues. He will look to the Administrative Council for suggestions on members to be nominated for the research council. Additional discussion followed.

Evans asked that 2-3 areas be identified in which the College is currently working that need additional resources and can really make a difference. Suggestions included Children First, early childhood, gerontology. Information is needed by August 19.

The summer schedule was discussed, and department heads were urged to be creative in scheduling classes to attract students. Further discussion followed, and it was agreed to address this issue with Liz Storey. Evans requested suggestions on proposals for the Commissioner's concerning regarding middle school teachers.

Evans indicated that food and drinks are still an issue in the Auditorium. Faculty and students should be reminded of this. In addition, Sharon Hartz has been officially named Building Coordinator for Tate Page Hall and also will be involved with Jones Jagers.

Department heads were reminded that all DPR's from indirect funds are required to be processed through the Dean's Office.

Department heads were asked to remind faculty to remain in assigned classrooms or notify the Dean's Office if change needs to be made.

The College-wide meeting was discussed briefly. Evans will keep it short, and department heads were asked to do the same with their introductions of new faculty.

O'Connor commented about collaboration among faculty members across departments and thanked department heads for their support.

Brief discussion was held on the affirmative action process, particularly relative to advertising.

Mikovch expressed her desire to help department in any way she is able and welcomed their visits.

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

Cathie Bryant, Secretary