

Minutes
Administrative Council – College of Education and Behavioral Sciences
Thursday, August 14, 2008 – 9:30 a.m.
Dean’s Conference Room, TPH

Present: Evans, Poe, Norman, Carter, Daniel, Fiene, Haggbloom, Powell, Powers

Hensley Lecture – The flyer for the September 15 Rachel Simmons presentation was distributed. The event has been moved to the Greenwood High School gymnasium in order to accommodate the expected large attendance. Faculty are urged to attend and to encourage student attendance. It would be especially relevant for student teachers to attend.

Graduate Enrollments– Information was distributed and considerable discussion was held relative to departmental graduate enrollments. Department heads were asked to share the information with faculty and involve them in the process of interpreting the data. We are expected to increase undergraduate and graduate efficiency by 15% next fall.

Enrollment Growth Target Goals – Dr. Evans indicated that some type of “game plan” needs to be in place before finalizing spring schedules. Potential international opportunities as well as program opportunities in Elizabethtown were discussed.

Accreditation – Brief comments were made regarding accreditation issues relative to the doctoral program. A meeting will be scheduled with Dr. Burch.

Energy Issues – Dr. Evans plans to solicit suggestions from faculty/staff regarding ideas to reduce energy consumption in TPH.

Items for Opening Meeting – Department heads were asked to provide Dr. Evans with examples of faculty and/or students who have made a positive impact on the lives of individuals, as he plans to mention some of these in the opening meeting.

Digital Measures – September 1 will be the date that faculty will begin to enter information in Digital Measures, and the CEBS MIS system will no longer be available. Dr. Norman added that outcome assessment data also will be moved to Digital Measures. He would like feedback as to what types of information is essential to input.

Committee Nominations – LTC Powell was selected to represent CEBS on the University Scholarship Committee; Dr. Capper (C&I) will join Dr. Derryberry on the Honors Development Board; and Dr. Steve Miller will join Drs. Spall and Madole on the Faculty Scholarship Committee. Dr. Retta Poe is serving on the 120 Degree Committee.

Cell Phones – There was agreement to share cell phone numbers among administrators in case of emergencies. An individual can block their number by dialing *69 prior to dialing a number.

Course/Program Expiration Policy – Discussion was held, particularly regarding what is considered reasonable. Dr. Poe spoke further about the 6-year policy on graduate programs, clarifying that it can be overridden at the department level. For undergraduate courses in programs leading to certification, the decision would be made by the department head in the major area. It was noted that a statement to that effect should be printed in the catalog. Department heads were asked to review the policy and provide feedback to Dr. Poe.

Advisement/Retention – Discussion was held relative to the importance of staying in contact with students rather than letting ICAP be the advisor. It would be helpful if all advisors would run ICAP audits every semester. Department heads were asked to encourage their advisors to do that.

Grants Administrator Duties – A list of Ms. Kaufkins' duties was distributed and discussed. She will be out for 8 weeks, after which she will split her time between working at home and in the office. She will return to the office full time the first of the year. Department heads will need to be more involved in the grant review process, with oversight for those in their departments. Dr. Tony Norman will provide assistance as well. Dr. Evans hopes to hire an additional grants person in the future.

Surplus Items – Discussion on compiling a list of all surplus items in the building and then having them removed.

Masters Redesign – Ms. Hines will attend next week's meeting to share information on the masters redesign. A College-wide meeting is scheduled for September 5 at 3:00.

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

Cathie Bryant, Secretary