

Minutes
Administrative Council - College of Education and Behavioral Sciences
Thursday, August 23, 2007 – 9:30 a.m.
Dean's Conference Room, Tate Page Hall

Present: Evans, Norman, Poe, Daniel, Fiene, Haggbloom, Hughey, Lich, Mikovch, Powers

Dr. Evans indicated he was pleased with Wednesday's opening events.

Dr. Norman is working on some material from Academic Affairs and Institutional Research.

Brief discussion was held on the Todd Professorship, and Dr. Evans said he would forward additional information to Council members. The focus of the Professorship has changed, and we will need to be thinking about this issue and also meet with the committee soon.

The three deans met recently to discuss directions for this year. Dr. Evans plans to schedule meetings in the near future to address the strategic plan and the business plan. Enrollment targets also will be set. Department heads were asked to be thinking about targets for their respective areas, particularly relative to student credit hour production, as it will have an impact on staffing. Concern was expressed regarding distinguishing between graduate and undergraduate programs. Dr. Evans responded that we need to look at enrollment in graduate web courses, but he stressed the importance of maintaining quality.

Discussion was held concerning theses and specialist projects received by the Dean's Office. It is imperative that committee chairs be certain the documents are high quality and have checked references and done electronic grammar/spelling checks. Dr. Norman will be working with department heads on this issue as well as on establishing guidelines.

Dr. Evans made remarks on the accountability system relative to the 2010 NCATE visit.

Council members were told that the issue of advising will be addressed, particularly concerning getting a better handle on both the graduate and undergraduate levels. Perhaps a survey is needed.

Council members were asked to review brochures and update where needed. We will be discussing marketing of the College in the near future. Further discussion followed, and it was agreed to invite someone from University Relations to come to a future meeting. Dr. Evans noted that he is opposed to having a College logo.

The Masters and Planned Fifth Year were discussed, as they will have implications for everyone.

Brief discussion was held on the Monroe County ITV courses for the Rank I.

Class attendance was discussed, and it was stressed that student success is dependent upon whether they feel their instructor cares about them. Ways to encourage attendance were mentioned as far as things to do other than giving points for seat time. Dr. Poe will try to locate a copy of the legislation on this issue.

Department heads were asked to work with Ms. Hartz on graduate tuition waivers.

Dr. Evans commented that additional consideration is needed on the issue of graduate admissions, particularly on the doctoral program. He mentioned the possibility of forming a committee to review all expectations in considering admission, especially looking at the "total student." Additional discussion followed, and Dr. Evans indicated that we may need to work with Daviess County on this issue. Also, retention rates are important and should be reflected in the admissions process. Council members agreed that this entire issue will need additional discussion in the future.

Brief discussion was held on the new room scheduling system.

Concern was expressed regarding SITE evaluations for on-line courses, as some faculty teach only web courses. Dr. Evans questioned whether this issue should be addressed with the Council of Academic Deans or the Department Heads Council

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

Cathie Bryant, Secretary