

Minutes  
Administrative Council - College of Education and Behavioral Sciences  
Thursday, August 24, 2000 – 9:00 a.m.  
Dean's Conference Room, Tate Page Hall

Members present: Adams, Evans, Cooke, Crews, Filip, Fong, Houghton, Houston, Metze, Mikovch, O'Connor, Poe, Schnacke, Stayton, Stone. Dr. Robert Jefferson was a guest.

Introductions were made for Dr. Jefferson, after which he presented information on the Ford College of Business. In particular, he spoke about the history of the college and credit hour production and how the college has progressed. The following material was distributed: The basic plan for the college, benchmark information, several charts summarizing information on student credit hour production, and ongoing criteria for planning and assessment.

The draft revised travel policy was distributed and discussed. After discussion on concerns regarding this proposed policy, department heads were asked to review the document and email their questions/concerns to Cathie no later than Monday.

The deadline for syllabi to be on the web is September 14. If faculty do not have syllabi up by that date, they need to submit a hard copy and documentation will go in their personnel file. Dr. Metze indicated that the lab assistants can help faculty if they don't have the software on their computer. They need to put their material on a disk and bring it to the lab to work with the lab assistant. Dr. Adams pointed out that faculty will need to learn to use Microsoft Word, as the University will no longer support WordPerfect. By spring semester, faculty need to be familiar with Word and able to put their own syllabi on the web. Dr. Metze said that a notebook of technology hints and tips is now available, and the same information is on the web site under Educational Technology. If faculty can prepare their syllabi as a html document, it will be ready to upload to the web. Further discussion was held on using a similar format for all course syllabi. Dr. Metze added that he can build an on-line procedure to put syllabi on the web, if that is what everyone wants to do. Dr. Adams stressed the importance of having syllabi in similar formats in teacher education because of accreditation.

By September 1, department heads need to submit to the Dean a copy of all faculty office hours.

Dr. Adams reported that a very positive letter was received from Marilyn Brookman. She commended those who were involved. Dr. Houston added that she is still visiting extended campus sites and will be happy to take to the sites any questions from this group.

Dr. Cooke remarked that students, in excess of cap sizes, are being added to extended campus classes without approval from departments. It was agreed that the class caps need to be respected. Dr. Houston asked department heads to let her know if there is an improvement in this situation after she has addressed the issues with the extended campus directors.

Dr. Adams indicated that the college needs to reach closure on what the plans will be for 2, 3, and 4-year curriculum plans. Doing this should help with extended campus classes, as there will be justification as to why classes cannot be added if there is a published plan of course offerings. She encouraged department heads to work with Drs. Houston and Poe in developing those plans. A sample planning grid for extended campus programs was distributed and discussed. Dr. Adams added that Dr. Burch is committed to supporting our plans in this area. However, we need to be able to show that it is working. Dr. Houston said she would be attending the September 13 Open House in Elizabethtown and needs materials to take with her.

Dr. Cooke spoke further on the issue of the use of ITV classrooms on a once-a-month basis and whether all extended campus sites have computer facilities.

Dr. Adams distributed copies of memos to new and tenure-track faculty regarding meetings to discuss where the college is going and how they can be involved. In addition, memos went out on the Brown Bag Lunch series. Dr. Farley Norman will be the first presenter on September 15.

Dr. Adams reported on current enrollment figures.

Copies of the new Independent Study forms were distributed. Dr. Evans reminded everyone that a Human Subjects Review will be required if faculty or students plan to do a survey as a part of the study. Cathie has additional forms if needed.

The Post-Tenure Review document was distributed. Dr. Adams needs feedback on criteria from departments by September 21. Dr. Poe suggested that approval/implementation dates be included on all forms or policies.

Dr. Adams indicated that she would check to see if the annual activity reports are still in draft form or have been finalized. She added that there is no rotation cycle; they are done every year.

The issue of how long to keep faculty grade books was discussed briefly.

Department heads were asked to provide information to Dr. Adams on the type of computer training faculty need or want.

Agreement was reached in opposition to establishing a University policy on cell phones in classes.

Dr. Adams said the President and Provost were disappointed with attendance at the faculty convocation. Next year, salary letters will be specific about outlining information on their date of employment relative to activities in which faculty are expected to participate. If they are on payroll, they are expected to attend opening meetings, etc. Further discussion was held concerning the amount of meetings scheduled during that week and that conflicts did arise with some meetings. Dr. Adams will forward these concerns to Dr. Hughes, but she asked that department heads share with their faculty that there were serious concerns regarding faculty responsibilities, particularly relative to attendance at meetings

Dr. Adams will be following up with department heads on staffing plans. Dr. O'Connor commented on the guidelines favoring colleges with low graduate enrollments and low amounts of grants.

Dr. Stayton distributed information on her role as Assistant to the Dean for Grant Development. She indicated that she would like to meet with faculty, particularly new faculty and those not involved in grant activities. She would also like to put together a working advisory group of departmental representatives who have had experience with grants and would like suggestions from department heads on individuals to serve on this advisory group.

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

Cathie Bryant, Secretary