

Minutes
Administrative Council - College of Education and Behavioral Sciences
Thursday, August 24, 2006 – 9:30 a.m.
Dean's Conference Room, Tate Page Hall

Members present: Evans, Poe, Daniel, Fiene, Haggbloom, Hughey, Metze, Mikovch, Powell, Powers. Ms. Steva Kaufkins attended a portion of the meeting.

Introductions were made for LTC Powell.

Non-continuance recommendations on new faculty in years 2-5 are due to Dr. Evans Sept. 14.

Dr. Evans reminded department heads to notify him when they are out of the office.

Information regarding equipment and classroom improvement requests was distributed and discussed. Dr. Evans will electronically forward the same and noted that all information is to be submitted to Dr. Metze no later than September 18. Since the business college is scheduled to move into Tate Page when the new education building is completed, we need to continue to address classroom improvement needs. Dr. Evans clarified that classroom improvements have to be permanently secured to the building. Further brief comments were made concerning needs of the extended campus sites.

Ms. Kaufkins distributed information regarding purchasing and procurement cards. She also discussed reallocations and requisitions and added that she prefers additional cards for other grants not be given out. Dr. Haggbloom raised the issue of compliance with grants, and Dr. Evans said he would discuss it with Dr. Shah.

Dr. Miller has requested a meeting to discuss the promotion and tenure documents. A date for that meeting will be identified.

Ken Lee will be on campus October 30 and 31. Council members were asked to be thinking about what we want to present in terms of earmarks. This issue will be discussed again in mid September.

Dr. Metze indicated he is working with Dr. Kirchmeyer on purchasing the Turnitin software. If needed, Dr. Evans offered to help in securing the software.

Brief remarks were made concerning math graduates and also proper dress/appearance for students in the field.

Dr. Poe reported on the QEP assessment. Assessment plans should be fully entered into the data base by October 15. She asked that draft QEP learning outcome items be submitted to her.

A meeting to discuss the Honors program will be scheduled in the near future to involve Dr. Cobane and the undergraduate advisors. All advisors in the College are encouraged to attend. Dr. Poe noted that the President considers the Honors program a priority.

This is a catalog revision year, but deadline dates have not yet been identified. Faculty should review course descriptions and prerequisites so that proposals can be developed, if changes are needed.

Dr. Poe met with Dr. Bowker to discuss graduate catalog concerns. Dr. Bowker has said he will look into the issue.

Information on FERPA was distributed and discussed. Department heads need to ensure that all student workers follow the guidelines. Dr. Poe will send the information to them electronically.

Dr. Poe displayed helpful information on the website and added that faculty should send her any links they would like to have added to the site. The Troops to Teachers program will be added.

Discussion was held on comprehensive exams. It was agreed to move the summer date to July. Ms. Krisher will contact everyone regarding a specific date.

Summer enrollment was discussed at length. Dr. Evans indicated that we need to be thinking about several issues related to the summer term, particularly different types of offerings to address concerns that have been expressed. Dr. Poe is working with DELO on that. She encouraged department heads to be thinking of ways that blocks of classes can be offered in the summer and to submit ideas to her, as she will be working with Ms. Laves.

Dr. Evans announced that we are close to finalizing November 28 as the date of the next Hensley lecture. It is hopeful that Erin Gruwell can be secured as the speaker.

Meetings will be held all day on August 28 to select the architect for the new building. Once that has occurred, a committee will be formed on which every unit will have representation. Dr. Metze will serve independently, and Dr. Bill Kelley is already serving. Dr. Evans emphasized that we need to be thinking about the bigger picture relative to future growth. Department heads should submit the names of their representative to Dr. Evans.

The meeting on learning communities is being rescheduled to a time when more individuals will be available to attend.

Dr. Evans mentioned that the GRE issue will be addressed in the near future. Also, he plans to invite Amanda Lich, the new CEBS Development Officer, to a future Council meeting.

The CEC dedication is August 25 at 10:00 a.m. Several departments will be involved with the work of the Center, and attendance at the dedication is encouraged.

Feedback was requested concerning the Associate Dean candidate. The search committee will be meeting and making a recommendation this week. If the candidate is hired, the begin date is expected to be sometime in October.

Ms. Mikovch distributed a flyer on an opportunity to learn about differences between the Chinese and American cultures. Faculty and staff are encouraged to attend. She added that the University is focusing on the Chinese culture this fall and the Muslim culture in the spring. Dr. Evans pointed out to keep in mind that he will be attending a meeting on September 15 related to Malaysia as well.

Information was distributed relative to the capital construction report.

A meeting is being scheduled with KCTCS to discuss the doctoral program. Dr. Evans noted that this program is one of the President's priorities.

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

Cathie Bryant, Secretary