

Minutes  
Administrative Council - College of Education and Behavioral Sciences  
Thursday, August 28, 2003 – 9:30 a.m.  
Dean's Conference Room, Tate Page Hall

Members present: Evans, Keaster, Poe, Baker, Daniel, Ecton, Haggbloom, Houston, Hughey, Mikovch, Powers, Storey.

The Minutes of the August 19, 2003, meeting of the Council of Academic Deans was provided for informational purposes.

Brief discussion was held concerning the academic administrative procedures for sick/medical leave for regular, full-time instructional faculty members.

Final enrollment figures are expected to show an increase of 300-400 students for this year.

The Corporate and Foundation Giving document was distributed for informational purposes. The final tally is to be announced on September 19.

Agreement was reached to recommend Dr. Elizabeth Lemerise as the College representative on the Faculty Scholarship Council.

Department heads were asked to poll faculty on their preference for inclusion of home addresses and telephone numbers in the directory. Feedback should be sent to Dr. Evans so that he can forward the College's preference on to Dr. Kirchmeyer.

Drs. Evans and Metze will be meeting to look at possibilities for spending the \$12,000 available for equipment. Department heads should forward their equipment needs to Dr. Evans, as well as needs for repair or replacement of classroom equipment.

Dr. Evans reminded everyone about Focus on Western. Department heads were asked to provide information on their plans for this event.

If any departments are interested in identifying individuals for the National Endowment for the Humanities, Dr. Evans needs those names by tomorrow.

Discussions are being held on changes in the guidelines for submission of travel vouchers. A formal policy on reimbursement of moving expenses is also being discussed.

Dr. Keaster spoke briefly about pro cards and urged department heads to become familiar with the spending limitations.

Dr. Poe reported that issues are being addressed relative to the MAE General, particularly working to better define the degree. A program revision will be submitted. The following individuals were selected to be involved in that process: Tabitha Daniel, Jim Berger, Aaron Hughey, Jeanne Fiene.

Dr. Evans will wait until next week to submit nominations for the Student Publications Committee. Michelle Kahler's name will be submitted along with any others that are nominated.

The GRREC superintendents have been invited to the October 11 President's reception and football game. Department heads desiring to strengthen their connections with superintendents were encouraged to participate or send a representative.

Concerns were raised regarding parking for the football game. Dr. Evans said he would check on arrangements. He will also check on plans for closing the Page Hall parking lot for reconfiguration. Additional discussion was held on parking.

Dr. Poe discussed the guidelines for the Comprehensive Exam. It is hoped that these guidelines will be in place for the Spring 2004 testing session.

Dr. Poe discussed the draft policy for alternative graduate admissions. This proposal will be written as an academic policy and included on the agenda for the Graduate Programs Committee meeting next week. Faculty will still be able to use their discretion on a case-by-case basis. Further discussion followed.

Dr. Poe spoke about several suggestions made for revisions in the University Calendar: changing summer schedule to a block of four 3-week terms that could be combined in any way, consideration of a 3-week January term, extending MWF class meetings, starting semesters in the middle of the week, and shortening semesters to 15 weeks. The Calendar Committee is opposed to these suggestions. Department heads were asked to think about these suggestions in the event that the issue surfaces again. Dr. Evans asked that feedback be provided to Dr. Poe.

Dr. Houston, department heads, and their respective faculty were congratulated on their efforts in coordinating the distance education program. Concern has been expressed regarding the omission of summer sessions in any assessments that are conducted. Concern was also expressed relative to the issue of response time with the extended campus centers.

Department heads were asked to bring copies of their promotion and tenure guidelines, as well as their evaluation process and forms, to the meeting with Dr. Keaster on Friday.

Dr. Poe reminded everyone that September 1 is the deadline for submission of assessment system summary reports.

On October 31, two people will be inducted into the Hall of Distinguished Alumni. The College can choose to sponsor a table at that luncheon. September 5 is the deadline to confirm plans.

Copies of the current Sabbatical application were distributed.

Deadlines for evaluation and promotion and tenure were discussed briefly.

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

Cathie Bryant, Secretary