

Minutes
Administrative Council – College of Education and Behavioral Sciences
Thursday, August 28, 2008 – 9:30 a.m.
Dean’s Conference Room, TPH

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

Introductions were made for Dr. Jim Davis, Interim Head of the Department of Counseling and Student Affairs.

Staffing Plan – The growth enrollment document was distributed. Dr. Evans cautioned department heads to be mindful of the business plan as they think about staffing. Enrollment numbers also need to be considered. Departmental plans are due to Dr. Evans by the end of the day September 2, as the College plan is due to Academic Affairs on September 5.

Masters Degree in Human Services – Dr. Davis was asked to discuss this issue with Dr. Stickle. Consensus was reached to rename the program “Personnel Management and Leadership.” Council members should be prepared to further discuss this program at next week’s meeting. Dr. Evans will need to meet with Drs. Daniel and McDonald next week.

Candidate Pools – There is a strong push to increase diversity within candidate pools. Discussion followed.

Masters Redesign – Dr. Evans discussed some of the concerns that have been received. He emphasized the importance of providing feedback to the review committee. Council members were asked to think about the following: (a) Can we do what we have laid out in the concept paper? and (b) Can it be delivered through different modalities?

CAD Information – Information was distributed concerning CAD meetings.

Enrollment – As of last week, enrollment is up 484 from last year.

University Experience – Discussion was held on discipline-specific University Experience instructors’ involvement in assessment. We need to be thinking about what is occurring in our UE 175 courses. Brief comments were made relative to *Freakonomics*.

University Travel – Department heads were urged to encourage faculty to be mindful of cutting costs wherever possible.

2+2 Agreement – We will be working on a possible 2+2 agreement with Madisonville.

Student Credit Hour Production – Brief comments on the current emphasis on SCHP.

CPE Personnel Changes – Brief report was given.

Student Engagement – Harry Boyd will be on campus October 20-21 to speak about student engagement.

College Vision and Mission Statements – These initiatives will be addressed separately, with the first meeting to discuss the mission statement on September 20. A representative group of constituents will be invited to participate. Once a mission statement has been proposed, consensus will be sought from faculty/staff in the College. Upon completion of the mission statement, the same process will be used to develop the College vision statement with a different group of individuals on either November 8 or 15. Council members were asked to provide names early next week.

Surplus Items – Dr. Evans encouraged everyone to work toward organizing the surplus items in the building. Unit heads should submit a list to Sharon Hartz to include Inventory Control Number and location. LTC Powell volunteered to provide individuals to help with moving the equipment.

Food/Drinks in Auditoriums – Council members were asked to remind faculty that students should not be bringing food or drinks into any auditorium or TV studio.

Security – Be sure everyone is aware that the last person to leave an area should ensure that it is secured. Several areas are still being left open.

Report from Development Director – Ms. Lich remarked about discretionary funds and noted that Alumni Affairs will be separating from the Annual Fund. She added that the most successful means of receiving contributions is by thanking donors. She expressed her willingness to work with departments in developing a process for accessing donor information and writing letters and notes to acknowledge gifts.

Advisement and Registration – Dr. Poe thanked everyone for their participation in advisement and registration. She will share data when it is received.

KAP Anniversary Celebration – The KAP anniversary celebration will be held on September 4, beginning at 9:00am at the CEC. Dr. Temple Grandin will be speaking on autism at 3:00pm and again at 7:00pm.

Hensley Lecture – Rachel Simmons will be speaking on female aggression/bullying at 7:00pm on September 15 at Greenwood High School.

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

Cathie Bryant, Secretary