

Minutes
Administrative Council - College of Education and Behavioral Sciences
Thursday, August 31, 2006 – 9:30 a.m.
Dean's Conference Room, Tate Page Hall

Members present: Evans, Poe, Daniel, Fiene, Haggbloom, Hughey, Metze, Mikovch, Powers. Amanda Lich also was present.

The architect for the new building has been selected; determination of the site is the next step. Departmental representatives are needed for the committee. At this point, Metze, Kelley, Powers, Haggbloom, and Hughey will serve. Dr. Evans pointed out that construction should not be expected any earlier than August 2007.

Introductions were made for Ms. Lich. Dr. Evans added that everyone will be involved in the work with the capital campaign. Ms. Lich indicated she would like to meet with each department. Dr. Evans plans to designate one day a month to travel with her on development visits. He asked department heads to be thinking about what needs they have, looking at big ideas, and mentioned that a proposal will be developed for the Reeves. They have an interest in the area of gerontology.

Dr. Evans encouraged department heads to move ahead on the development of brochures, as academic quality is a priority, particularly relative to marketing.

Dr. Poe gave an update on DARS (Western's version is iCAP.). She displayed the webpage, noting that it is not yet active. At this time, DARS is intended only for undergraduate programs.

Information was distributed and briefly discussed relative to the policy for advisor holds and NSSE, and WKUSES data. There is general agreement that students need to meet with advisors in some manner before they register. Dr. Evans added that Western's new recruitment video indicates faculty members are available to students. Everyone needs to be aware that this idea is being marketed. Dr. Poe asked that comments or suggestions be emailed to her prior to the next meeting in two weeks. It was also agreed that departments would like the freedom of making advisement decisions at the departmental level. Dr. Evans reiterated the critical nature of advisement.

Discussion was held concerning catalog terms. The 7-year issue is being studied. Currently, the idea of an August date for all changes is being considered. Ms. Eggleton prefers that the catalog come out yearly, with an extended time frame for changes. Dr. Evans added that the College may need flexibility due to the nature of some of the education programs.

There are concerns with the current curriculum committee schedules because there are no meetings April through August. Potter College has expressed the need for an expanded time frame. Department heads were asked to discuss this issue with their departmental representatives.

Commencement was discussed briefly. Alumni Affairs is working on having some type of commencement celebration.

The issue of seniors who have not yet filed degree programs needs to be addressed.

Dr. Evans asked that department heads review the ETS document, as it may have some implications on our programs. Discussion followed, and Dr. Evans noted that he hopes to meet with legislators when he is in Washington. Additional comments were made relative to the Assessment Framework template, the CPE, and the Oregon PASS.

The CPE Regional Stewardship Program was discussed. Department heads should review D and E on page 3 because of their impact on promotion and tenure documents. Dr. Evans added that a meeting is scheduled for September 11 to discuss the doctorate. The President has made this program a priority and has dedicated \$225,000 toward it.

Dr. Evans plans to invite Sadiq Shah to a future Council meeting. He is optimistic about working with Dr. Shah.

Dr. Evans commented that Commissioner Wilhoit has made positive comments about Western on a KET broadcast.

Dr. Poe may be asking department heads for data relative to the Carnegie Elective Classification. She will be involved in the regional stewardship issue.

Parking issues were discussed, particularly regarding visitors to campus. Department heads were asked to forward their needs to Dr. Evans, and he will discuss them with the Provost.

Every college is expected to provide some type of activity for Constitution Week. Dr. Evans indicated that Military Science usually does something, and Dr. Moore also did something last year.

By the end of next week, Dr. Evans needs the names of three college representatives for the Statewide Engagement Conference in November. Dr. Poe will forward the email containing specific information on the conference to department heads.

Brief discussion was held concerning enrollment as well as the Institutional Research faculty workload update.

Consideration is being given to eliminating finals week. The issue will come up again. Also, Dr. Evans expects some challenges with short-term courses in the near future.

Dr. Evans spoke briefly regarding the Dean's Office policy on funding travel. He pointed out that support is not provided for state travel for faculty, although some funding will be provided for student travel.

The Change of Command ceremony for Military Science will be held this afternoon at 4:00 at the Guthrie Bell Tower.

Dr. Evans noted that we need to be thinking about the issue of how the GRE is being used. Discussion followed.

In order to purchase the Turnitin program for plagiarism, Dr. Metzger will need to know the number of students in each department who will be exposed to it.

Dr. Evans announced that Dr. Antony Norman has accepted the position of Associate Dean and will begin on January 1, 2007.

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

Cathie Bryant, Secretary