

Minutes
Administrative Council - College of Education and Behavioral Sciences
Thursday, September 1, 2005 – 9:30 a.m.
Dean's Conference Room, Tate Page Hall

Members present: Keaster, presiding, Poe, Daniel, Fiene, Haggbloom, Hartz, Mikovch, Powers, Wilder (for Hughey).

Discussion was held on winter/summer sessions relative to stipends.

Dr. Keaster discussed the promotion and tenure portfolio information. He will forward an electronic copy of the document to Council members.

The draft guidelines for directing graduate theses/dissertations was discussed. Department heads were asked to share this information with faculty and graduate students. Further discussion followed. Dr. Keaster stressed that a strong message be sent to everyone involved in the process. The four levels of review begin with the student and continue through the chair of the committee, the committee members, and, lastly, the Dean's Office. Papers should not require edits by the time it comes to the Dean's Office. It was suggested that the "5th edition" of the APA Manual be changed to indicate "the most current edition." Also, the suggestion was made that Number 6 state that electronic versions will not be accepted by the Dean's Office. Dr. Keaster agreed to contact Graduate Studies to determine if they accept electronic copies and, if so, how they deal with the formatting issue. In addition, he will address the question about whether part-time, optional retired, or adjunct faculty members can serve on committees.

Discussion was held concerning ORPs being rated relative to KTRS. Dr. Keaster will check on how many faculty are on ORPs. It appears that faculty within the College are supportive of doing something to correct the situation. Ms. Hartz reported on discussions held on this topic by the Benefits Committee. Council members agreed that Ms. Hartz make the suggestion that packets of materials be sent to prospective faculty in advance to allow them time to thoroughly review the materials. They also agreed that the President should be commended for his affirmation of this issue.

Some discussion was held concerning colleagues who have been displaced by Katrina, particularly relative to their use of our facilities.

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

Cathie Bryant, Secretary