

Minutes
Administrative Council - College of Education and Behavioral Sciences
Thursday, September 6, 2001 – 9:30 a.m.
Dean's Conference Room, Tate Page Hall

Members present: Adams, Evans, Cooke, Crews, Ecton, Filip, Fong, Haggbloom, Houston, Metze, Moore, Nims, Poe, Stayton.

Dr. Adams announced that the College was commended for work with the planning and process of separating Educational Leadership. Also, Dr. Poe distributed and discussed material concerning the academic program reviews. Further discussion was held on the proposed student credit hour production increases for CEBS. Department heads were asked to review the material and be thinking through what they plan to propose. The deadline is September 28.

Action Agenda proposals were discussed, and Dr. Adams said she has a copy of one that was submitted and is in the correct format. She added that Dr. Poe is the College's representative on the Committee that will be reviewing these proposals. Everyone is encouraged to submit a proposal.

Departmental Action Plans are due September 14. Department heads should keep in mind that they are key to applying for Unit Productivity Awards and are also a help with SACS. The plans are to be submitted on line with hard copies sent to Dr. Adams.

Dr. Burch is asking for information on how the enrollment increases are impacting programs. Those reports should be submitted to Dr. Adams.

The University is looking at some type of tuition break for new teachers in their first five years of teaching. Dr. Adams will be facilitating a committee to develop recommendations. The suggestion was made to give some type of tuition break in the summer. Another was made to offer some type of "new professionals" rate or to offer more accessibility for on-line courses for those who can't take night classes during the year. The idea of a cohort group was also suggested. Dr. Evans recommended that this program be limited to individuals in years 2-5 who have been admitted to a graduate degree program. Other suggestions were made, among which were offering a rebate on the GRE or part of the tuition, possibly doing some type of "buy one, get one free" tuition break, or getting a break for recruiting a friend or making a certain GPA.

Council members were reminded that Marilyn Troupe will be here tomorrow to hold a forum for interested faculty regarding alternative routes to certification. A luncheon will be held from 11:30-1:30 to which department heads are welcome. Faculty are encouraged to attend the afternoon session.

Discussion was held on the reporting of student absences the first two class meetings. It was agreed that it would be helpful for students who could then receive confirmation from the system as to whether they were dropped from a class.

Brief discussion was held on the draft proposal to change procedures for the reporting system on programs, courses, departments, and the course catalog.

Faculty lists were distributed, and department heads were asked to review them, write out any changes, and submit them to Cathie.

Dr. Adams indicated that the College is starting several searches. Department heads were encouraged to use fairly broad salary ranges to allow for "wiggle" room for negotiations. Also, the search committee doesn't see the salary, and it is inappropriate for them to discuss salary with the candidates. The department head and the dean will address that topic with candidates. Department heads were asked to share this information with search committees.

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The document on priorities for teacher preparation programs in CEBS was distributed and discussed. Dr. Adams mentioned that the College is developing a content-rich master's program, on which Dr. Adams would like comments or changes. Dr. Poe suggested that all future documents include a date so that the newest version can be easily distinguished.

Dr. Adams reported that approval has been received for two consecutive course offerings at night for ITV courses. Dr. Houston spoke further on the proposed schedule to be used. Dr. Adams added that Dr. Burch will support encouraging the other colleges to do the same. She will work with us if we can identify courses from other colleges that support our programs and need to be offered in the same way. Dr. Houston said she is pleased that more requests are being received for ITV classes, and she is checking on the meal allowance. Further discussion was held on the issue of compensating faculty for the time spent in travel to extended campus classes as well as for KTIP supervision.

Dr. Evans pointed out that the expense of renting a car from Enterprise is sometimes less expensive than claiming mileage. Faculty should calculate which way would be more cost effective.

Plans were finalized regarding the September 22 Focus on Western and the events relative to that activity. Superintendents will be invited to the football game on that day, and department heads are encouraged to attend the game and the reception beforehand. Anyone needing tickets should notify Dr. Evans via email. Possibly five students will be invited to attend the reception as well, and a faculty member should provide those names, to be given to Cathie.

Drs. Adams and Evans both need copies of departmental action plans; Dr. Evans also needs a copy of last year's plan as well as copies of program reviews and follow-up reports.

Faculty emeriti recommendations are due to Dr. Adams' office.

Dr. Adams indicated that reimbursement rates for state travel have changed, but Western's rate has not. Also, she reported that tuition and fees are being combined this year, and Western will be making an adjustment because of that. The issue will be addressed regarding those students who live off campus for whom some of the fees do not apply.

Dr. Poe distributed information regarding retention. She commented that Taking Aim made a significant difference in the retention of students. The feedback from last year's survey was very helpful.

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

Cathie Bryant, Secretary