

Minutes
Administrative Council – College of Education and Behavioral Sciences
Thursday, September 6, 2007 – 9:30 a.m.
Dean's Conference Room, Tate Page Hall

Present: Sam Evans, Toby Daniel, Jeanne Fiene, Steve Haggbloom, Aaron Hughey, Leroy Metze, Alice Mikovch, Tony Norman, Mark Powell, Retta Poe, Sherry Powers
Guests: Sharon Hartz, Steva Kaufkins

Discussion Items--

- Budget Increases - There was discussion on operating budget increases (1%) and personnel budget increases (4%)
- Teacher Quality Summit and Call for Papers - Dr. Evans asked for Drs. Norman, Powers, Daniel and Fiene to go to this. Dr. Fiene will get one of her faculty members to go in her place as she has another commitment. He told the department heads to use their judgment on encouraging faculty members to submit papers for this meeting.
- Faculty Evaluations and Timeframe – We are under the same time frame as we have been in the past for at least this year. Department heads were asked to let Dr. Evans know if they have any faculty members who are not contributing satisfactorily to their Unit before they do their evaluations.
- Initiatives that Foster Relationships between P-12 and Post Secondary Education – Everyone is to get these initiatives to Dr. Evans, and he will forward them on to Deborah Wilkins.
- Visiting Scholar from Malaysia – If anyone sees appropriate opportunities tied into classes, they are to get the information to Dr. Evans and he will forward on to John Petersen.
- P-16 Initiatives
- Standards for Quality On-Line Teaching – SREB - If there are any issues in the departments, they are to let Dr. Evans know.
- Dropout Prevention Document – This document will be useful in developing P-16 initiatives and program redesign efforts.
- Todd Endowment Professorship – Discussion of the document entitled *Healthy Living and Lifestyles Initiatives for our Future*, which is still in draft form. Dr. Evans encouraged input, as he sees many challenges.
- Federal Grant News – Everyone is encouraged to look over and be mindful of the red flags. There have been no federal audits at Western.
- Instructional and Research Equipment/Classroom Improvement – Dr. Metze will continue to coordinate this. If there is something you believe is needed, send that request electronically to him.
- 90+ Hours Project – Program areas encouraged to provide feedback by September 12.

- Redesign Master's Programs – This did go through the first reading at the Standards Board and will come up for vote this month. Dr. Evans wants to start this spring 2008 semester.
- International Experiences – Dr. Tony Norman talked about this and asked for feedback on how to get more information on international experiences happening with students and faculty.
- SCHP and External Funding Targets - Need to set targets for student credit hour production as well as targets for external funding. Dr. Evans asked department heads to be thinking about what a responsible student credit hour production should be. He needs this feedback by October 1st.
- Sharon Spall has been reappointed to the Faculty Scholarship Committee.
- Student Awards Assembly – Everyone was asked to be thinking about what they would like to do for this event which will be in the spring semester.
- Professional Development Fund and funds to Support On-Line Teaching, etc. – The travel request form is being revised. This is strictly for improvement of teaching.
- Staffing Plan – Have had several approved. Sam encouraged everyone to get their Form 1's completed.
- There will be training within the Dean's Office for all to become familiar with the new ASTRA scheduling of events for Tate Page Hall.
- Dr. Poe encouraged everyone to look over the names, addresses, phone numbers, and email addresses of those in their departments at the CEBS website. There are currently many outdated or incorrect entries.
- Dr. Poe mentioned that Advising Week will be the second week in October and asked everyone to be thinking about what kind of activities they might want to do.
- Dr. Metze mentioned that Mr. Stan Herren has replaced Shane Bradley as the Ed Tech Support Specialist. Usmann Shakil has done a wonderful job updating the CEBS Web sites.
- Blueprints of the new building are available for viewing. An update will be coming soon.

The meeting adjourned at 11:15.

Susan Krisher, Secretary