

MINUTES
ADMINISTRATIVE COUNCIL – COLLEGE OF EDUCATION AND BEHAVIORAL SCIENCES
Thursday, September 9, 1999 – 8:00 AM
Dean's Conference Room, Tate Page Hall

Members Present: Adams, Evans, Filip, Fong, Metze, Mikovch, O'Connor, Oglesby, Schnacke, Stayton.

The Statement of Confidentiality on the Post Tenure Review Process was distributed. Dr. Adams indicated that copies of the last five years of faculty evaluations will be made by the Dean's Office and given to the faculty member.

Dr. Adams has been meeting with departments to discuss staffing plans and reorganization. At those meetings, trend data will be reviewed as well as enrollment figures. Dr. Adams will be discussing with the faculty department position requests and will then be meeting with search committees as they are formed. In considering prospective faculty, areas of importance include technology skills and commitment to teaching both in traditional and alternative settings. These priorities need to be communicated to the faculty as job descriptions are written. Dr. Adams also stressed the need for forward thinking in anticipating staffing needs. When conducting searches, candidate materials should be submitted no later than January 10 to assure the availability of the best people.

In meeting with departments, in addition to reorganization, Dr. Adams will be discussing the productivity of the department/unit relative to whether changes/reorganization is needed. Discussion on reorganization can be held when she meets with each unit, or she can meet at a later date to discuss it further. Faculty are welcome to E-mail or mail comments/opinions to Dr. Adams. She stressed thinking "outside the box." The ideal time frame to complete discussions and recommendations on reorganization is the end of the fall 1999 semester. Dr. O'Connor asked that faculty be made aware of the big picture of the College regarding reorganization and staffing.

Discussion was held on support for Web pages. An individual will be hired through the Dean's Office who will work first on information for the College Web page and will then be available to work with departments. Dr. Burch has indicated that SGA is pushing to have all syllabi on Web pages, and she supports this. The Center for Teaching and Learning, as well as Dr. Metze, are available to assist with Web pages. In addition, Dr. Metze suggested that group meetings be held to demonstrate to faculty how to put syllabi on the Web page. It was agreed that group meetings would be helpful, and departments should contact Dr. Metze if they would like to schedule a meeting. Further discussion was held on classrooms being activated for technology, and department heads should submit to Dr. Metze those rooms that they need. The requests can then be forwarded as a group. Dr. Adams added that the University is looking at some type of penalty for students who register for extra courses so that they can drop those they don't want to take.

Dr. Evans indicated that a Fund Balance request for University funds will be submitted from the Dean's Office, and requests for Academic Affairs funds are due to the Dean's Office on September 15 so they can be prioritized prior to the 17th. He added that the College will be requesting funds to purchase CPU's to be placed in each classroom where a projection unit is located.

Dr. Adams indicated that all courses should have syllabi on the Web, particularly because of accreditation such as SACS and NCATE.

A committee, chaired by Vice President Kirchmeyer, will be formed to look at the issues relative to tuition for Web-based courses and will report back to the Council of Academic Deans. Dr. O'Connor suggested that rather than setting fees at a fix amount, they be set by percentage.

The press release for Western's receipt of the Teacher Quality Enhancement grant was distributed. Dr. Adams commended the work of Dr. Pankratz and others involved in this grant proposal.

Department heads were reminded to encourage faculty to attend graduation. It is expected that half of the faculty be present.

Cathie will check on names needed for the Faculty Scholarship Committee and report back to department heads.

If department heads would like to have a booth set up for recruitment on September 25, they should inform Dr. Evans. He will get additional information out on this event.

Dr. Evans reminded department heads that Action Plans are due September 15. There are three components: (1) the end of the year report from last year, which can be revised; (2) modification of last year's Action plan; and (3) Action Plan for 200-2001. Those reports are to be submitted electronically, with a hard copy submitted to the Dean's Office. It was noted that apostrophes cannot be used. Brief discussion was held on how to revise the previous year's Action plan.

Brief discussion was held on the Teacher Quality Enhancement grant, particularly relative to its impact on programs in the College. Dr. Evans also mentioned other proposals which have been submitted for funding.

The Middle School Initiative proposal to be submitted to CPE is in the President's office, and he will be meeting on it with Gordon Davies.

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

Cathie Bryant, Secretary