

Minutes
Administrative Council - College of Education and Behavioral Sciences
Thursday, September 11, 2003 – 9:30 a.m.
Dean's Conference Room, Tate Page Hall

Members present: Evans, Keaster, Poe, Brotherton (for Baker), Daniel, Ecton, Haggbloom, Hughey, Powers. Sharon Hartz, Susan Krisher, Tom Meacham, and Roxanne Spencer were guests.

Mr. Meacham presented revised brochure templates. Considerable discussion followed, with agreement that he do another template in a darker blue. He was also given the number of brochures that would be needed so that he can provide estimates.

Ms. Spencer gave a brief overview of services provided by the Educational Resources Center and urged department heads to send requests for materials. The ERC also provides research instruction on using the WKU Libraries data bases, and student work is on display. Department heads were reminded to inform new faculty of the services and material available. If a request is made to carry a particular journal, an example of that publication along with justification for budgeting will be needed. Ms. Spencer expressed her willingness to meet with faculty preparing new course proposals.

Minutes of the August 26 Council of Academic Deans meeting is provided for information only.

Anyone interested in attending the ACE Workshop for Department Heads should notify Dr. Evans. One individual can attend this year.

Anyone interested in the Collaborative Academic Program RFP should contact Dr. Evans.

The attachment regarding the Department Head Survey is provided for information.

A copy will be made for any department head who does not receive the Faculty Worklife Study.

Department heads will be receiving a copy of the National Survey of Student Engagement, which ties in with what the University is doing on civic engagement.

Copies of the CPE Budget Development Process document can be requested through the Dean's Office. Dr. Evans indicated that it is not yet known what will happen with the budget.

If there is interest in the CTL conducting a meeting to discuss PTR, please notify Dr. Evans so that arrangements can be made.

September 12 is the deadline for making adjustments in any revenue budgets.

Anyone interested in attending the November 18 conference should notify Dr. Evans. He and Dr. Pope will be going.

The classroom utilization meeting will be on September 16 at 9:00, location to be announced.

Civic engagement was discussed. Dr. Derryberry is working on a relevant course on moral development. Dr. Evans said that some colleges are taking the issue of civic engagement through their faculty advisory groups. He added that the role of the CEBS Faculty/Professional Staff Advisory Council is being studied, and the Council may be reorganized.

Two names were submitted to Dr. Poe for the QEP Steering Committee. Names are also needed for anyone attending the President's October 11 reception followed by the football game.

Dr. Poe discussed Lisa Murrell's request for information on the SACS comprehensive standard.

Dr. Evans reminded department heads that nominees are needed for a graduate student representative on the University Teacher Education Committee. The Committee is in the process of reorganizing, and the proposed name change is the Professional Education Council.

If departments have courses that are not offered on the normal schedule, a special SITE packet can be issued if Institutional Research is notified.

Dr. Ecton reported on Commissioner Wilhoits's remarks concerning the state's budget situation.

Discussion was held on the article regarding graduate programs. Department heads were asked to review the article, as it has implications for the College.

Dr. Evans asked department heads to review the document on transfers as it relates to programs in the College, particularly Category C. He remarked further on students' success rates on the Praxis relative to community college transfers.

Dr. Hughey indicated that he would attend the October 13 dinner for recruitment of African American graduate students. Dr. Ecton will check on a representative from his department.

The list of Open Houses was distributed. Faculty participation in these events is encouraged.

Ms. Bryant collected everyone's copy of the Draft CEBS Policy for Alternative Academic Delivery Systems. This topic will be discussed at the next meeting.

Dr. Evans asked for feedback regarding collaborative opportunities with the Child Development Center. He will be making a decision on that issue.

Department heads were asked to notify Dr. Evans if anyone has an interest in traveling to Owensboro for discussions with individuals from Daveco.

Dr. Hughey remarked about parking, particularly relative to safety when faculty have to walk to their cars at night. Dr. Evans responded that he was told we should work with the Police Department if anyone is uncomfortable walking alone on campus at night. A meeting will be held this Friday, and he will be apprised of what occurs. It was also noted that the Master Plan of the University changed, which affects plans for reconfiguration of the Tate Page Hall parking lot.

It was agreed that a future discussion is needed regarding security and maintenance of classroom equipment. Dr. Metze will be invited to participate in that discussion, and department heads were asked to bring any information with them concerning classroom equipment repairs.

Dr. Evans noted that carryover funds should be received in November.

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

Cathie Bryant, Secretary