

Minutes  
Administrative Council - College of Education and Behavioral Sciences  
Thursday, September 13, 2001 – 9:30 a.m.  
Dean's Conference Room, Tate Page Hall

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

Dr. Adams indicated that Mrs. Bryant will email everyone when we have been informed of the deadline for post-tenure review.

Dr. Evans reported on Praxis II results, which show that Western's pass rate could go as high as 97%. Dr. Adams added that the English Department is initiating a program related to the Electronic Portfolio; and others are interested in participating with us, particularly relative to measuring student achievement.

Dr. Adams reported briefly that the University is experiencing record-high enrollment. Also, she distributed information on tuition reductions for beginning teachers. Dr. Houston has been asked to design a brochure on this. Anyone with additional thoughts on the subject should let Dr. Adams know, and she will inform everyone when Dr. Burch has responded.

The announcement was made that beginning on September 18, Yahoo will be listing the 100 most wired college campuses.

Ms. Bryant reminded everyone of the forum regarding the HVAC system in Page Hall. Also, travel reimbursement is approximately 3-4 weeks behind in processing.

Dr. Adams mentioned that the Alumni Magazine contains an article regarding teacher education in which Dr. Evans is quoted. She commended Dr. Evans.

Brochures were distributed and discussed relative to the alternative route to certification program. Also distributed was information on the College departments.

The group was reminded that the deadline on SITE evaluations is September 21, and Dr. Kirchmeyer will be joining this group on November 1.

Dr. Evans distributed and discussed information from NCATE on professional standards for the accreditation of schools, colleges, and departments of education. He spoke further regarding the issue of the "professional community" and added that Toby Daniel has agreed to provide assistance. Tony Norman will be taking the lead for the College in assessment, and Dr. Evans encouraged everyone to make sure that all syllabi for program areas are collected for this fall. The EPSB will be addressing the follow-up studies and will survey cooperating teachers, intern teachers, intern resource teachers, and student teachers. All the data can be used for follow-up studies. He added that we need to be thinking about other program areas as far as follow-up studies are concerned.

Alice Mikovch is taking the leadership for information on graduate programs in elementary, middle, and secondary education. Also, the content of the curriculum will be reviewed, and the high numbers of adjuncts could be a problem. Dr. Evans will take the lead on Items 4 and 5, and each of the other areas also will need someone to take the leadership. He reported that we are OK on the composition of faculty and the graduate students, but not at the undergraduate level. Other issues to be thinking about are whether faculty are engaged in meaningful scholarship, licensure of faculty in the clinical areas, teacher education faculty having contemporary professional education experience in school settings, and integrating technology into instruction. By the end of this year, Dr. Evans would like to have an updated 2-page vita on everyone who is considered to be a part of the teacher education unit (anyone in the School, School Psychology, Educational Psychology, Family and Consumer Sciences,

Early Childhood, Physical Education pedagogists, and Counselor Education). Also, at the end of this year, copies will be needed of faculty publications and papers read and presented at conferences from 1998 forward. Also needed are copies of the workload documents. Departments can help in the area of governance by ensuring that minutes of meetings are posted as well as follow-up work and discussions. Department heads

should be certain that information on the web is accurate and reflects who we are. He strongly stressed faculty involvement in the accreditation process.

Brief discussion was held on faculty syllabi. Dr. Metze has created a syllabi generator for faculty use. Dr. Evans stressed the importance of syllabi, particularly for teacher education courses.

Dr. Evans reported on the 21<sup>st</sup> Century Workforce Initiative. He indicated that Ken Lee will be on campus September 24 and 25. Department heads were asked to provide Dr. Evans with their “best thinking” to be given to Mr. Lee.

Dr. Stayton distributed and discussed material from the Grant Development Advisory Group. She said that five or six faculty have agreed to be involved in mentorship.

Dr. Evans briefly discussed developmental missions, particularly relative to promotion and tenure.

LTC Filip announced that a blood drive will be held on September 27. He also gave a brief report on new security measures in place.

Dr. Poe reported that 23 Action Agenda proposals have been received, and the titles of successful proposals will be posted on the internet.

Everyone was reminded of the events surrounding the September 22 football game. In addition, they were reminded to submit names for the Scholarship Committee.

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

Cathie Bryant, Secretary