

Minutes
Administrative Council - College of Education and Behavioral Sciences
Thursday, September 15, 2005 – 9:30 a.m.
Dean's Conference Room, Tate Page Hall

Members present: Evans, Keaster, Poe, Becker (for Daniel), Fiene, Goglia (for Baker), Haggbloom, Hughey, Metze, Powers. Tom Hiles, Bob Edwards, Tom Meacham, and Karl Miller were guests.

Introductions were made, after which Mr. Hiles gave an update on plans related to the next campaign and asked for input and help. He added that donations increased from \$3 million to \$13 million, endowments went from \$16 million to \$75 million, and the President's Circle grew from 376 members to 1800 plus. Recruitment is in progress for the campaign cabinet, and a feasibility study is being conducted. The next campaign will have a 7-year time frame, with the first two being the quiet phase.

Mr. Hiles indicated that help is needed in determining prospects and ideas as well as with solicitation. Brief discussion followed relative to financial needs for the new building.

Mr. Edwards spoke at length about marketing activities, particularly focusing on academic quality and Western's reputation. He asked for help in publicizing these activities. He also asked for help with the "Experts List" and with improving the website. Further discussion was held on the Experts List, particularly relative to a screening mechanism to determine names to be included in that list. Mr. Edwards added that he welcomes nominations for that list.

Mr. Meacham commented briefly that the College is one of the most unified as far as brochures. Mr. Edwards added that they are striving toward consistency with brochures and with websites. A meeting of all webmasters across campus has been scheduled for September 23. Department heads should check with their webmasters to be sure they have been contacted.

Marketing strategies in the recruitment of graduate students was discussed. Also mentioned was the idea of having an electronic version of the College newsletter.

Brief discussion was held on coordination of information being requested from different areas. Dr. Evans noted that the President plans to treat each college as its own university as far as the capital campaign.

Dr. Evans reported that the semester is off to a good start.

"IT In The College Day" was discussed. November 3 was determined to be a possible date for this activity. Ms. Bryant was asked to send additional information to Council members.

Department heads were reminded that their respective departments should be represented at the Open Houses and Focus on Western occurring this semester.

Brief remarks were made regarding alternate admission applications at the graduate level. Dr. Evans added that CPE is looking at the standards for all graduate programs related to rank change, particularly focusing on embedded professional development being part of the programs.

Dr. Poe discussed the annual report from summer of 2004. The 2005 report is in process. Further discussion followed, and Dr. Poe asked that suggestions be forwarded to her in the next few days. Council members were in agreement that the report does not assist them with their decisions on courses to offer; however, it could be useful in writing reports. Dr. Evans indicated that it will probably be used with staffing and budget decisions.

Brief comments were made on undergraduate and graduate programs and how the University distinguishes between the two.

Hurricane relief efforts were discussed, particularly relative to faculty involvement.

Department heads were urged to stress to faculty the importance of ensuring that all classroom and office areas are secured, particularly on weekends and at night. If faculty come in on weekends and find a classroom open, they should shut and lock the door. If any problems are encountered, the Dean's Office should be notified. Also, outside doors should not be propped open.

Ken Lee will be on campus the first week of November. Anyone who has issues to be brought before Mitch McConnell should forward the information to Dr. Evans by early October.

The Praxis II was discussed relative to ways in which the College can assist students in studying for the test.

Dr. Keaster reported that he will approach the Provost as to whether funding is available for the February department heads workshop.

Dr. Evans reported on the meeting with Eastern Kentucky University concerning the doctoral program. Western will be moving forward with this program, and the Provost plans to meet with the President on this issue.

The Administrative Council will be meeting next week, September 22.

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

Cathie Bryant, Secretary