

MINUTES
ADMINISTRATIVE COUNCIL – COLLEGE OF EDUCATION AND BEHAVIORAL SCIENCES
Thursday, September 17, 1998 – 8:00 AM
Dean's Conference Room, Tate Page Hall

Members Present: Evans, Mikovch, Fong, Metze, O'Connor, Oglesby, Payne, Schnacke, Stayton, Storey. Willie Carter, Barry Woosley, Debbie Medalie, and Maxine Hardin were guests.

Willie Carter gave a presentation on the new procurement cards, and Debbie Medalie spoke further on the accounting procedures involved. Information was distributed. The question was raised relative to grants using the procurement card, and Mr. Carter responded that it would have to be determined by grant director, Sharon Young, and himself. Also, when using the card, vendors should be reminded that Western is tax exempt.

Storey indicated that one of the school districts has requested videotape of the Mary Hensley lecture series presentations. Evans reminded department heads to encourage faculty participation.

The discussion document of Peer Review of Education Technology projects was discussed. The Council members expressed opposition to the proposal.

It was agreed to wait until after the next administration of the faculty workloads before department heads meet to discuss the issue.

Department heads should be thinking about what is needed for the strategic plan action plans and the time frame in which it will be needed. Evans indicated that next week's meeting will involve only department heads to discuss this topic. The Council members agreed to use Schnacke's proposal as a College proposal.

Please inform Evans of any feedback regarding the post tenure review document so that he can pass it along.

Evans indicated that he will get a copy of the 1999 and 2000 summer schedules to Storey. He added that Luther Hughes was available to assist the College in putting together some type of marketing piece to update the schools on what is available. It was agreed to use what was successful last year. The suggestion was made to take advantage of classrooms in AC during the summer. Evans cautioned department heads to be careful in scheduling courses that could interfere with other course offerings. Storey added that the next GRREC meeting is scheduled for October 7. Schnacke suggested planning meeting to schedule courses for an entire year. Evans will raise this issue and also asked Storey to bring it up at the GRREC meeting.

Information was distributed and discussed regarding student course loads. The question was raised as to whether the computer can flag individuals who register for more than a certain amount of courses or hours. Evans will also raise this issue.

Department heads should submit to Cathie any names of faculty members who plan to attend any of the Open Houses or the Focus on Western. Also, information on Homecoming activities needs to be passed along to Bobby Rascoe. Evans pointed out that in the future, few complimentary tickets will be available for sporting events and there will be a cost to the unit.

Brief discussion was held on the availability of advisors during the summer. Please emphasize to faculty the need to be responsive to students.

Names of faculty to serve on committees in the five skill areas for general education should be given to Cathie.

O'Connor indicated that the information obtained yesterday for the NCATE/AACTE report was incorrect. New data has been requested,

Schnacke reported that Cynthia Mason's mother passed away.

Evans reminded everyone that next week's meeting will involve only department heads to address issues raised today.

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

Cathie Bryant, Secretary