

**Minutes**  
**Administrative Council – College of Education and Behavioral Sciences**  
**Thursday, September 20, 2012 – 9:30 a.m.**  
**Dean's Conference Room, GRH**

Present: Evans, Applin, Dietrich, Gott (for Carter), Haggbloom, Kirchner, Kline, Norman, Pope-Tarrence, Walters

**Fifth-Week Assessment** – Make sure these have been done.

**Staffing** – IR information on staffing was distributed. Department heads should review the information, particularly relative to a comparison with benchmarks.

**Weapons on Campus** – Everyone should review the information on the website on weapons on campus.

**Development** – Edits to the campaign document were discussed. Documents are being collected for naming opportunities in the building.

**Marketing** – Discussion was held about hiring someone to design a marketing piece and also work with departments. Be thinking about this issue for next week's meeting.

**Senate Bill 1** – A time needs to be chosen for faculty to be trained.

**Career Services Center** – A graduate and school fair is being planned.

**SKyTeach Graduates** – Consideration was given to the new teacher leader as a cohort group.

**MAP-Works** – Information was distributed that should be posted in departments.

**Faculty Evaluations** – Information was distributed. A college-wide document is needed. Promotion and tenure information was distributed as well.

**Leader in Me** – Brief comments were made.

**Student Success** – The statement is as follows: "My role in student success is:"

**Evaluations/Promotion and Tenure** – Guidelines on these documents need to be aligned. Considerable discussion followed. Everyone agreed that 4 categories are better than 5, and the scale is the main problem. The same wording is needed throughout the documents, or each department's form should include an explanation of the terms used. An umbrella, or framework, document is needed for the College. The College's evaluation form could be a guiding tool.

**Next Meeting** – The Council will meet next week but not over Fall Break.

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

Cathie Bryant, Secretary