

MINUTES
ADMINISTRATIVE COUNCIL – COLLEGE OF EDUCATION AND BEHAVIORAL SCIENCES
Thursday, September 23, 1999 – 8:00 AM
Dean's Conference Room, Tate Page Hall

Members Present: Adams, Evans, Filip, Fong, Metze, Oglesby, Retta Poe (for O'Connor) Vern Sheeley (for Schnacke), Stayton.

The President's memorandum regarding benchmarks was distributed, as well as the flyers listing scholarships available for beginning freshmen. Additional flyers are available in the Dean's Office.

Dr. Adams indicated that SKU may be the test case for our program in early childhood education, and the associate degree will serve as a model, although it has not yet been approved by the Council on Postsecondary Education. Collaboration and distance learning are two areas to be stressed when submitting proposals to the KCTCS.

The stipend for Web course development will be \$1200, \$600 to be given at the beginning of development of the course and the remaining \$600 when the course is actually offered. Questions have been raised relative to oversight of courses offered on the Web. Also, courses offered should be current courses approved by the University. Faculty considering the development of a Web course will need approval from the department head and the dean. Dr. Metze suggested that faculty first develop web-enhanced courses before attempting to develop Web-based courses. Dr. Adams indicated that she is willing to support a \$600 stipend for faculty developing Web-based courses, even if they are not offered until some time after the Spring 2000 semester.

The latest draft of the Intellectual Property Policy will be distributed, hopefully, later today. Unit heads are asked to review the document, particularly relative to Web-based courses. Issues to be considered in reviewing the policy include enrollment, faculty load, and student credit hours.

The College of Business is offering the MBA with seven universities through SCVU. Dr. Adams suggested that we look into something similar, as we are involved in cooperative and collaborative programs.

Sandra Ardrey has expressed her willingness to do training for search committees, particularly relative to searching for minorities.

Tuition increases have been requested by several Kentucky universities. Western has asked for a 6-1/2% increase, Eastern asked for 7-1/2%, and U of L for 6%.

Committees are being formed to look at revision of the Faculty Handbook and to study space utilization. Department heads were asked to e-mail Dr. Adams ASAP the names of individuals to serve as representatives for the College on those committees. Sharon Hartz will represent the College on the Space Utilization Committee.

Recommendations on Diddle Arena are expected to be submitted in the spring.

The Faculty Senate is questioning the Post-Tenure Review process, and Mary Ellen Miller has expressed concern relative to confidentiality of the process.

Dr. Gray has indicated that on-line ordering from the Bookstore will begin next week for the Owensboro students.

Graduate assistantship stipends were discussed. The information distributed is for comparison only. At this time, the only way to increase stipends would be to decrease the number of GA positions available.

Dr. Evans distributed and discussed the draft of the College travel commitment form. He pointed out that a College policy is needed for distribution of indirect funds related to travel. Also, requests for travel monies are to be consistent with the departmental Action Plan. In the future, it is hoped that all indirect funds coming to the College can then be transferred to each department instead of remaining in the Dean's Office.

Dr. Adams reported that the community college transfer agreements are being put on the Web. Eventually, links will be set up from courses to the course syllabi.

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Dr. Adams stressed the importance of faculty putting course syllabi on the Web. She added that there are mechanisms to help them accomplish (CTL, Dr. Metze). Faculty need to become skilled in working with information on the Web such as syllabi and vitas.

Dr. Stayton asked about criteria used in the selection of Unit Productivity Awards. Dr. Adams will follow-up on getting clearer guidelines for future requests.

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

Cathie Bryant, Secretary