

Minutes  
Administrative Council - College of Education and Behavioral Sciences  
Thursday, September 30, 2004 – 9:30 a.m.  
Dean's Conference Room, Tate Page Hall

Members present: Evans, Keaster, Poe, Baker, Daniel, Fiene, Haggbloom, Hughey, Metze, Mikovch, Powers. Tom Hiles, Karl Miller, Bob Edwards, John Paul Blair, and Tom Meacham were guests.

Dr. Evans reported briefly on Unit Productivity Awards and added that he felt the College's were very well done.

Promotion increments were discussed. Department heads were asked to provide Dr. Evans with information on the names of individuals expected to go up for promotion and for what level they will be applying. He needs the information by the end of the day today. He also mentioned that Dr. Haggbloom is representing the College on an ad hoc committee to look at that issue.

Introductions were made for the guests. Mr. Hiles made brief comments, after which Mr. Edwards gave an overview of marketing efforts underway. He discussed the component of the campaign dealing with the redesign of the college and departmental publications, with the idea being to develop a family of publications unique to each college. Personnel in his office will also work with websites in an effort to standardize them across campus. If anyone is interested in being included in an experts list being developed, they should email him. In addition, department heads were asked to poll their faculty relative to other specific topics.

Mr. Meacham discussed progress on the College's brochures and passed around the Ford College folder. He distributed a schematic for the process of developing brochures. Dr. Evans added that the College is in the process of revising programs and should have need for additional brochures in the near future.

Mr. Hiles spoke further relative to being proactive in providing assistance with websites. He reiterated the importance of keeping websites updated. He discussed the current campaign process, indicating that the University is currently in the planning phase. It is anticipated that the quiet phase of the next campaign will begin July 1, 2005, to incorporate a two-year quiet phase and then a five-year public phase.

Department heads in the College were asked to work with Dr. Evans on building a 1-2 page College wish list. Mr. Hiles said there would be an emphasis on the international aspect. Brief discussion followed concerning the naming of the College, and everyone was asked to be thinking about visionary ideas that would have an impact as well as identifying students, alumni, and/or parents as prospective donors.

Dr. Evans indicated that Mr. Miller will be meeting with individual units relative to their plans and how he can help the units with those plans. Mr. Miller commented further on making visits to prospects and being more proactive. He added that it is helpful to receive ideas from departments and then make visits together. Dr. Evans pointed out that when faculty travel, there may be individuals in the area who should receive a social visit.

Mr. Hiles concluded his remarks by reminding department heads to inform him of any equipment or in-kind items that are donated. Dr. Evans added that the College will be working on expanding the wish list.

Discussion was held on promotion increments.

Dr. Evans indicated that the data from the Office of Sponsored Programs is attached for department heads' review. Also, feedback is needed on the Adair County Initiative.

Items to be included in the next issue of the newsletter should be submitted to Cindy Houston in Special Instructional Programs.

Department heads were asked to make certain that faculty submit travel commitment forms prior to traveling. Submission of that form will help ensure that the faculty member is covered by the University. In the absence of that form, Dr. Evans noted that the individual would be on their own if something was to happen.

Brief discussion was held on Spring 2004 grade summaries. Secretary of the Education Cabinet Fox had made comments that many of the letters she receives are very poorly written. That is a concern that our graduates may have poor writing skills.

Dr. Metze reported that the College does not have the new equipment forms yet. Any thoughts regarding equipment should be forwarded to Dr. Metze by the end of next week. At that point, he will prioritize the items submitted.

Dr. Metze noted that he is working on providing a list of services, software, and hardware available in the Center and putting that information on the website.

Dr. Poe distributed material and discussed the Student Success Initiative. As the proposal needs to be in the Provost's office by the middle of October, department heads should submit ideas to Dr. Poe by next Monday. Dr. Evans pointed out that we will need to be able to document the impact on anything we submit.

Dr. Keaster will take the leadership on alumni donations. Department heads were asked to complete the matrix for their respective units and submit the information to him no later than Wednesday.

Dr. Evans reminded everyone that offices are to remain open and have coverage during Fall Break.

Dr. Poe indicated that the first meeting of the committee on implementation of the January term will be held October 12. She will represent the College on that committee and asked that any suggestions be forwarded to her before that date.

Copies of proposals were distributed and discussed relative to teacher education and also GRE admission requirements. They will be discussed at the October meeting of the Professional Education Council. Input was solicited on whether to proceed with the GRE admission requirements proposals at the College level, as it would have to be endorsed by the faculty in the four departments involved.

Dr. Evans stressed the importance of the 6<sup>th</sup> week assessment process and asked department heads to encourage faculty to do those.

If anyone has an individual who would be interested in participating in the scholastic audit at Warren Central High School, those names should be forwarded to Dr. Evans this week.

Department heads were reminded that the data for the AACTE/NCATE report is due tomorrow. Dr. Keaster added that he does not need hard copies of syllabi; they should be submitted electronically.

Dr. Evans commented briefly on the Education Professional Standards Board.

Brief discussion was held on the status of programs with the extended campus sites as well as with ITV. Dr. Evans expressed his feeling that any problems should be handled between the extended campus director and department heads directly.

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

Cathie Bryant, Secretary