

**MINUTES**  
**ADMINISTRATIVE COUNCIL – COLLEGE OF EDUCATION AND BEHAVIORAL SCIENCES**  
**Thursday, October 14, 1999 – 8:00 AM**  
**Dean's Conference Room, Tate Page Hall**

Members Present: Adams, Evans, Ferguson, Filip, Fong, Metze, Mikovch, O'Connor, Oglesby, Schnacke, Stayton

Another department heads retreat has been scheduled for Friday, November 12.

Sandra Ardrey will be conducting a workshop on search processes. Dr. Adams encouraged department heads and those faculty who typically serve on search committees to attend this workshop. Issues which will be covered include the role of a search committee, legal aspects of the interview, job descriptions, confidentiality, procedural issues, and diversity. Dr. Ardrey is willing to come to individual departments to discuss these issues. Also, once a position description is approved, she will contact any minority prospects to add to the pool of candidates and has put together a folder of materials which she will send to prospective faculty. Cathie will obtain a copy of the folder for each department head.

Dr. Adams distributed a brochure for Indiana State which includes a position announcement on one side and information about the university on the other. The Deans Office could produce a similar brochure and provide copies of the side with information about the University and the College to departments. Each department could then put their position announcements on the other side. Council members agreed that the brochure would be helpful. A draft brochure will be designed for department heads to review. Also, Dr. Adams expressed her willingness to contact prospective faculty members, if requested.

Information was distributed regarding Praxis scores, and a part of that information will be posted on the College's Website.

Dr. Schnacke gave a brief report on the condition of Ron Adams and Neresia Minatrea.

The College Travel Commitment Form was distributed and discussed. Copies will be made for each department. Also distributed was information on a FIPSE special focus competition and a grant opportunity in collaboration with Ford and Potter Colleges.

Dr. Ferguson spoke further on the Praxis scores, and Dr. Metze pointed out that practice sessions are available in the Educational Technology Center. Dr. Adams announced that Janice Ferguson was elected Chair of the Faculty/Professional Staff Advisory Council and, therefore, will be serving on the Administrative Council

Dr. Adams indicated that the Travel Commitment Forms need to be submitted first to department heads and then to the Dean's Office. The same procedure should be used if faculty are interested in developing Web courses. Dr. Metze added that the Travel Commitment Form will be put on-line. Dr. O'Connor suggested numbering and dating the form.

Dr. Evans reported that units will be receiving the same amount of equipment funds as they received last year. Department heads were encouraged to keep in mind what is included in their Action Plans and how that might impact equipment needs. Equipment needs will be reviewed according to what has been documented.

Dr. Metze pointed out that the Proximas are here, and he hopes to get them installed soon.

Dr. Adams indicated that travel mileage and per diem have increased, and there was a 5% overall increase in E&G. Departments will receive increases in funds to offset those increases.

Indirect funds should be received shortly, and most of it will have to be used for grant related activities. Dr. Evans hopes to establish a pool to support professional travel and some activities for students.

Dr. Evans distributed information on RFP's. Let him know if there is any interest.

October 15 is the last day for revisions for Action Plans. Department heads should submit a hard copy of their Plan to the Dean's Office, and a copy of the Deans Office Plan will be sent to all departments.

Funds in the amount of \$100,000 will be made available for classroom improvements, not to include equipment/technology. The Dean's Office will be submitting a prioritized list to Academic Affairs in the near future. Dr. O'Connor commented that improvements are needed in the Auditorium.

Dr. Evans reported briefly on the fund balance requests.

Department heads will be receiving information on how to account for the use of last year's lapse salary funds.

Dr. Adams gave a brief report on the TECSCU meeting in Denver and a presentation by Anne Morey regarding for-profit versus no-for-profit institutions.

Dr. Adams distributed and discussed information on Sylvan Learning and Jones International University. She encouraged everyone to share the information with their faculty because these organizations are Western's competition.

Dr. Metze reported that all of the 2+2 information is on the Web ready for review except SISTE.

Department heads were asked to submit, via e-mail to Dr. Metze, by next Thursday, a list of courses where faculty have their syllabus on the Web. Dr. Adams spoke further about the importance of information such as 2+2 being on the Web as well as course syllabi. Further discussion was held regarding course syllabi on the Web. Dr. Adams responded that this type of information is helpful for prospective students and faculty, as well as for accreditation purposes.

Department heads were reminded to submit names for the College Advisory Committee. These individuals should be external to the University who have some interest in Western and/or the College. Department heads probably will make the first contact with these individuals, after which the Dean will make a contact. This Committee will meet several times a year.

Dr. Adams also needs names to serve on a College advisory committee for oversight of Web courses. Those names should be submitted to Dr. Metze.

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

Cathie Bryant, Secretary