

Minutes
Administrative Council - College of Education and Behavioral Sciences
Thursday, October 17, 2002 – 9:30 a.m.
Dean's Conference Room, Tate Page Hall

Members present: Adams, Evans, Cooke, Crews, Ecton, Filip, Fong, Haggbloom, Houston, Mikovch, Moore, Nims, Poe.

Dr. Adams spoke briefly on the new Division of Extended Learning and Outreach as well as on the final report from Cal Stockman. Securing additional funding for this Division will be a major goal. Further discussion was held. Any comments or concerns should be forwarded to Dr. Adams by tomorrow.

Department heads were commended for their responses to the staffing plan.

Dr. Evans discussed issues related to the curriculum review process and accreditation.

The Provost is looking at ways to reinstate the stipend for extended campus classes. Further discussion was held concerning reimbursing adjunct faculty for their travel expenses to teach class. Dr. Adams added that this relates to the issue of being creative with staffing plans.

The draft policy on instructor contracts was distributed and discussed. Dr. Evans added that this policy could help with accreditation issues relative to adjunct faculty loads. Considerable discussion followed, particularly on rolling contracts.

Dr. Evans discussed the materials that were distributed. Department heads were reminded of the November 1 deadline for Assessment Plans. Also, Mike Dale and LaDonna Hunton have expressed their willingness to meet with departments concerning the freshman experience.

Dr. Evans reported on problems being experienced with the speed of the internet. Information Technology is working on some solutions.

Department heads were commended on the Action Plans that have been submitted.

The Council of Deans have approved the Ten-Month Faculty Position policy.

The Governor's Scholars Program is looking for faculty to teach in the summer.

Discussion was held on the memorandum from Robbin Taylor, Corporate Relations. Also, Senator McConnell and Representative Lewis have expressed their appreciation for how Western has worked with Robbin and Ken Lee on issues in Washington.

Department heads were asked to review the draft recommendations from the Research Methods Task Force and provide feedback to Dr. Evans by October 23. Departments were also asked to provide input on the draft of the Strategic Plan for Teacher/School Leader Quality. Dr. Evans needs this information as soon as possible.

Budget cuts were discussed. The University has been asked to cut 3%, which is already covered. Departments were asked to think about different scenarios in the event we are asked to make additional cuts.

The announcement was made that health insurance rates will increase by approximately \$16 per month. The University's contribution will be \$341. It is possible that other providers will be used.

Recruiting and enrollment were discussed. Projections indicate that enrollment at the University will be increasing. In addition, summer school realized a surplus last year.

If department heads are aware of faculty who are in need of race or gender equity adjustments, they need to get that information, with justifications, to Dr. Adams very quickly. She added that there will be no additional staff adjustments. She cautioned department heads to look at why some faculty salaries are lower, as that figure could be a result of past performance.

Dr. Evans indicated that several counties in Tennessee, Ohio, and Missouri are being added to Western's tuition reduction program.

Dr. Evans announced that John Hardin has been named Assistant to the Provost for Diversity Enhancement. In addition, labels are being generated and sent to deans offices with information on minorities who have recently received doctorates and would be available for positions.

Department heads were reminded that curriculum changes need to be sent through the approval process soon so that they can be included in the catalog revisions. Dr. Adams clarified that committee approval is unnecessary for removing information from the catalog relative to the frequency of course offerings.

Discussion was held on GAP score requirements.

Department heads were reminded to have representation at the open houses and Focus on Western.

If faculty are interested in teaching for the Super Saturday program, they should contact Julia Roberts at the Center for Gifted Studies.

Brief discussion was held on funding for faculty searches. Departments still need to make hotel reservations for prospective faculty through Sharon Hartz.

Dr. Evans indicated that Proximas are being installed in all classrooms. The issue of security now has to be addressed, which could include security cameras or changing locks on doors.

Dr. Adams distributed and briefly discussed the Elementary Education schedule relative to using it as a planning tool.

Brief discussion was held on the recent article in the *Chronicle* regarding Praxis pass rates as well as on the tuition waiver for supervising teachers. Department heads were asked to remind people that this program is an unfunded mandate.

If anyone is interested, copies of the following booklets are in the Dean's Office: Equal Opportunity ADA Compliance and the EEO/AA Training Manual.

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

Cathie Bryant, Secretary