

Minutes
Administrative Council - College of Education and Behavioral Sciences
Thursday, October 26, 2000 – 9:30 a.m.
Dean's Conference Room, Tate Page Hall

Members present: Adams, Evans, Cheatham (for Fong), Cooke, Crews, Filip, Houghton, Houston, Metze, Mikovch, O'Connor, Poe, Schnacke, Stone.

Dr. Metze discussed the Information Technology Draft #2, expressing concern over the cost involved to implement the proposal. Cathie has Dr. Adams' copy of the draft if anyone is interested in reading it. Dr. Adams pointed out that the deans will be discussing the proposal in their regular meeting.

Dr. Adams reported on information relative to distance education, particularly on-line learning. Further discussion was held, and there was agreement to clarify that the two-year program is a two-year curriculum rotation plan and we guarantee only that the courses will be offered according to that plan.

Dr. Evans attended a SACS training session in preparation for the upcoming SACS accreditation visit. The schedule for the accreditation process is attached to the agenda.

Dr. Burch's response to the PTR documents is attached to the agenda. Dr. O'Connor asked that her message be forwarded to department heads so that it can be shared with faculty. The three teacher education department heads were asked to inform Dr. Adams of the significant changes made to the original combined teacher education PTR document. Also, Dr. Adams clarified that there is only one evaluation done for both non-tenured and tenured faculty. She added that there have been a number of court cases concerning the issue of collegiality, and in every case the university was supported by the courts.

December 15 is the deadline for evaluations to be submitted to the Dean, with January 15 being the deadline for the Provost's office. The College will not be doing a four-year evaluation of a department head this year, as Educational Leadership is scheduled, and Dr. Schnacke will be moving to optional retirement. Also, Dr. Adams will be submitting materials to Dr. Burch for her evaluation. She added that department heads and faculty are to be commended for their work on the PTR process.

Discussion was held on the four-week reports on freshmen. The Provost has expressed concern over the 80% response rate. Department heads agreed that they would like to have information on the respondents.

Dr. Adams reported that the last enrollment figure was 15,489, but the final number is anticipated to be higher. When she has received the final count, she will forward it to department heads.

Brief discussion was held on "Taking Aim." Department heads were asked to contact those students in the '95 cohort group relative to their graduation plans and dates.

The issue of student credit hours was discussed. Dr. Adams indicated that as departments and as a college, goals for student credit hour production need to be set. We will be given another chance to change our figures on those goals. Dr. Schnacke remarked about the benefits of looking at a full year of data rather than just the fall semester, and he asked for clarification on including summer school.

The revised employee benefits schedule for grant proposals was discussed. Dr. Evans added that he would touch base with Phil Myers on this.

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Dr. Adams reported that the indirect cost issue is on the agenda for the next deans meeting.

The unit productivity awards have not yet been announced. Dr. Burch will be announcing them soon, but the money will not be awarded until July.

SACS was discussed briefly. Dr. Adams pointed out that the team will be particularly interested in outcomes data.

The revised travel expense and reimbursement policy was distributed and discussed. Revisions were noted and will be forwarded to Dr. Burch.

The approved 2001-2002 calendar was distributed for information as well as a copy of the Handbook for Department Heads.

Dr. Adams is and will continue to meet with departments in the College where vacant department head positions are currently filled with interims. Physical Education and Recreation has recommended that an internal search be conducted, and Dr. Adams will appoint an external person to serve as chair of the search committee, to be chosen from three names submitted by the Department. Consumer and Family Sciences has the same options to (1) continue as they currently are, (2) conduct an internal search, or (3) conduct an external search. They will let her know their decision next week.

Dr. Poe gave an update on the curriculum process. In the future, all curriculum proposals will have to be submitted in Word format. Not all procedures have been worked out yet, but the University Curriculum Committee will probably have a consent agenda with the option that anything on that agenda can be moved to an action agenda if deemed necessary. It is anticipated that a standard format will be developed for submission of all proposals. The University Senate will probably receive all materials from the University Curriculum Committee on a consent agenda, unless a senator questions something and wants it to be moved to action status.

The Board of Regents meets tomorrow, and the reorganization of teacher education is on the agenda for final approval.

Dr. Houston has revamped the undergraduate recruitment materials, and they will be available in Cathie's office for anyone who wishes to take them to recruitment-type functions. It was agreed that similar materials be collected for graduate programs.

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

Cathie Bryant, Secretary