

**Minutes**  
**Administrative Council – College of Education and Behavioral Sciences**  
**Thursday, November 8, 2012 – 9:30 a.m.**  
**Dean's Conference Room, GRH**

**Present:** Evans, Dietrich, Haggbloom, Kline, Pope-Tarrence, Walters

**Guests:** E. Gott (represented F. Carter)

**Syllabi (Special Courses)** – Discussion was held concerning development of syllabi for special courses such as independent study, thesis, labs, and internships.

**Dual Career Spouse/Domestic Partner Assistance** – This policy was briefly discussed.

**Staffing** – No new information was available. CAD will be discussing Phase II at their next scheduled meeting.

**Online Course Fees** – Student concerns related to online course fees was discussed.

**Prior/Experiential Learning Policies** – This issue will come up again for discussion.

**Research Track Faculty** – This policy will be moving forward to University Senate for approval.

**Workload** – Council members were asked to review the U of L workload document in preparation for further discussion at a later meeting.

**Promotion and Tenure** – Discussion of this topic will be revisited.

**Grants** – This policy will be going forward for approval. Brief discussion followed.

**SGA Memorandum** – A handout was provided. The deadline for submission is November 9.

**Development** – The development piece is in progress. Brief discussion followed.

**Donor** – A \$10,000 scholarship fund is being established for distribution to students in the School of Teacher Education.

**Evaluation Goals** – Student success goals were discussed. Department Heads will need to turn in their respective faculty member's goals form to Dr. Evans no later than November 16.

**Carry-Forward Funds** – Notification will be sent to departments once percentages have been calculated.

**Final Grades** – Fall semester final grades are due by December 18 at noon. Department Heads were asked to notify full-time and part-time faculty of this deadline.

**CPE** – They will be visiting campus November 15-16.

**Senate Bill 1** – A Common Core training session is scheduled on November 15 at 3:00 p.m. in GRH auditorium. On-line training modules are available for anyone unable to attend the face-to-face session. Part-time faculty who has already completed the training will need to provide a confirmation letter from their principal.

**Class Schedule** – Faculty need to stay with the regular class schedule on the Monday and Tuesday before Thanksgiving break.

**Final Exams** – Every fall semester class needs to provide a final exam or meaningful activity to students during the specified final exam schedule.

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

Secretary, Tammy Spinks