

Minutes
Administrative Council – College of Education and Behavioral Sciences
Thursday, November 18, 2010 – 9:30 a.m.
Dean's Conference Room, TPH

Present: Evans, Poe, Norman, Caldwell, Gott (for Carter), Haggbloom, Hartz, Kirchner, Kline, Metze (via video), Powers, Schlinker

Travel Reimbursement – A change is being made in allowable reimbursement for travel that could significantly impact budgets.

GTAs – Dr. Evans will forward by November 23 the information submitted to him.

UDP/Evaluations – The call for UDP applications and nominations will go out November 19. Annual evaluations and promotion and tenure will be due December 1.

Commencement – Graduate commencement will be on the evening of December 17. Undergraduate commencement will be on the 18th.

Stipends – Checking will be done relative to records on stipends.

Move to New Building – Dr. Evans will be sending out an email on the move in a day or so. At this point, two moves will take place, one on December 21 and the next on January 11. ERC will not be accessible during the winter term, so students may want to check out materials early. Further discussion was held on other details relative to the move. Let Tony Kirchner know by November 22 if any faculty teaching in the winter term want to be included in the first move. Additional information was shared.

Textbooks – Dr. Poe asked for feedback on the proposed textbook selection process. Department heads will be responsible for faculty to submit textbook requests by the deadline. Otherwise, the Bookstore will default to the latest edition of the book used previously.

Program Approval Process – Feedback is needed on the draft program approval process.

Administrator Evaluations– All items are checked for associate/assistant deans and department heads. A new document should be available soon. Administration of this process is expected to be around February 2011.

Academic Affairs Policies – Brief comments were made.

Stipends – The focus should be on the last three columns. The Provost will be asking deans to respond to inquiries. Options: (1) role into base, (2) eliminate, (3) some may be appropriate, or (4) all or some combination of the above.

Faculty Awards – The deadlines will be revised and the call for nominations will be out very soon. Portfolios will be due in Academic Affairs by March 10.

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

Cathie Bryant, Secretary