

Minutes
Administrative Council - College of Education and Behavioral Sciences
Thursday, November 29, 2001 – 9:30 a.m.
Dean's Conference Room, Tate Page Hall

Members present: Adams, Brantley (for Filip), Cooke, Crews, Fong, Haggbloom, Moore, Mutter, Poe, Spall (for Ecton), Stayton.

Department heads were encouraged to submit Action Agenda proposals, as well as their faculty. Dr. Poe pointed out that professional development proposals should go to Sally Kuhlenschmidt with the Center for Teaching and Learning. Dr. Adams said that she is in the process of setting up a meeting with Dr. Burch to discuss teacher quality funds. Also, \$5,000 is available under No. 18 for student advisement enhancement. Departments should be thinking through how to spend these funds and email any suggestions to Dr. Adams. She will be submitting a proposal from the College.

Dr. Adams has met with Ogden department heads and plans to meet with the Potter equivalent regarding the Teacher Work Sample and electronic portfolios. A copy of a proposal on this was distributed and discussed relative to mentoring support for teacher education students.

The College summary of student credit hour production was distributed and discussed. Dr. Cooke pointed out that KYVU numbers are not counted. Department heads were commended on their numbers, and Dr. Adams added that they need to be looking at how those numbers impact faculty loads. She also indicated that she has received approval to hire additional individuals for off-campus sites and commended Dr. Houston on the scheduling of ITV classes. Dr. Houston is in the process of putting together brochures to advertise these classes in the spring.

Dr. Haggbloom distributed and discussed information on GAP scores and added that the GRE and GAP score requirements for graduate school will be changing. Further discussion was held on the use of the scores, particularly for assistantships. Other departments are encouraged to look at their scores to see how they impact their programs. There was agreement that 2300 is too low, and each department should set their own standards. Department heads were asked to take this issue back to their departments for feedback from faculty.

Information was distributed regarding summer school teaching and stipend guidelines, class scheduling and contact hours, SACS accreditation, and the student engagement survey. Departments are encouraged to develop some program-specific questions on this. Dr. Poe added that Dr. Burch wants to receive questions on advisement, and additional questions could be written for specific program areas. It was suggested that more accurate and useful information would be obtained by using a random sample of classes.

Information from CPE was distributed and discussed regarding enrollment productivity projections, graduation rates, etc. Dr. Adams pointed out the CPE website for further information.

A report was distributed and discussed concerning policy considerations for retirement and summer school teaching as well as stipends for web courses. Further discussion followed. October 31 is the deadline for faculty to notify the department head concerning retirement and be guaranteed that they can teach in summer school. After that deadline, the department head does not have to guarantee it. It was agreed that if a faculty member teaches web courses above their load, graduate assistants could be used or other special arrangements could be made. Dr. Adams added that funds are still supposed to be received from last summer and will possibly be here soon.

Information on the six-week assessment forms was distributed for information.

Dr. Adams asked that brag points from departments be forwarded via email to her.

Everyone was reminded that Dr. Adams needs to meet with all department heads for their evaluation conference. Prior to that meeting, they need to submit their responses to the questions and look over the student credit hour production information.

The College reception will be at 2:00 today.

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

Cathie Bryant, Secretary