

Minutes  
Administrative Council - College of Education and Behavioral Sciences  
Thursday, December 4, 2003 – 9:30 a.m.  
Dean's Conference Room, Tate Page Hall

Members present: Evans, Poe, Daniel, Fiene (for Ecton), Haggbloom, Hughey, Petty (for Powers). James McCaslin, from the Glasgow campus, was a guest.

Dr. Evans introduced Mr. McCaslin and explained that he will be participating in the discussion on advisement.

January 15 is the deadline to respond as to how the College plans to enhance advisement. By that date, Dr. Evans expects to have a plan in place that will outline how the College will address the issue. Considerable discussion followed regarding the data, and concern was expressed relative to the lack of knowledge on what students expect from advisement, which in turn makes it difficult to assess what changes are needed. In addition, two questions need to be answered: (1) Do we want department specific information made available on the WKUSES? and (2) Should advising be an explicit part of the faculty evaluation? There was agreement that we first need to examine what it is that students want or expect from advisement and then define quality advisement. The students need to be made aware of what is involved in advising and also that they can meet with their advisor at any time during the year.

Several comments/suggestions were made: (1) differentiated staffing, particularly rewarding those who are involved in advisement; (2) focus groups; (3) exit interviews/surveys of graduating students; (4) development of departmental websites addressing frequently asked questions; (5) inclusion of departmental and college questions to be included in the WKUSES, (6) purchasing the book, *Faculty Advising Examined*; and (7) developing a professional development program for faculty who do advising. Concern was also expressed regarding the inclusion of advisement in faculty evaluations. Dr. Evans indicated that the Psychology Department piloted a variation of the current evaluation form this year. The entire issue of faculty evaluations will be brought back to the table in the future, and the above ideas and suggestions will be included in that discussion.

Dr. Evans expressed his appreciation for everyone's tolerance over the past week relative to his schedule. He will be having another procedure in Louisville on December 15 and hopes to return to the office on the 17<sup>th</sup>.

A meeting will be scheduled in the near future with Len Kogut to discuss travel vouchers and pro cards. Dr. Evans asked department heads to carefully review vouchers for accuracy before forwarding them. He added that there are specific round trip mileage amounts to be used for certain locations. If an individual's mileage is more than the allotted amount for that location, the wording on the voucher should include "and area." Also, Dr. Evans asked department heads to make sure faculty are aware that there is an additional charge for upgrading rental vehicles to the level of a Cadillac. As far as picking up vehicles, it is also possible to pick up keys to a car on a weekend, even though the car may not be needed until Monday morning. Charges will not be incurred until Monday morning.

Materials were distributed, and considerable discussion was held on workloads. Dr. Evans noted that the University receives many outside criticisms because the role of faculty is misunderstood. The University will begin using workload information for staffing requests and for connecting workloads with evaluations. Discussion followed concerning whether to report faculty workload units above 16, as is done when the number is below 16. Dr. Evans pointed out that department heads should be thinking about the issue of 300 student credit hours per faculty member, as it will be addressed in the future.

Dr. Kirchmeyer has requested a meeting to discuss departmental computer labs. Dr. Evans will confer with Dr. Metzger prior to that meeting.

Dr. Evans noted that the College is expected to submit, by December 8, a report on what is occurring to address civic engagement. He will be working on that issue.

Summer school was discussed at length. Colleges should receive any profits generated by that term, and CEBS is expected to receive over \$89,000. Dr. Evans' initial thoughts are to distribute that money back to departments.

Discussion was held relative to teaching/research equipment fund requests that are due in the Dean's Office by January 12.

Information was distributed on a scholarship opportunity for Cambridge University.

Dr. Evans has reviewed the Action Plans and will be meeting individually with respective department heads. He noted that Action Plans are taken into consideration when looking at unit productivity.

The issue of comprehensive examinations was discussed, particularly concerning the development of a policy and the use of rubrics.

A meeting is scheduled for December 9 at 3:30 regarding a Life Span Institute. Dr. Evans asked that interested parties meet with him at 9:00 a.m. that morning so that Dr. Keaster will have information to take to the 3:30 meeting.

January 16 is tentatively reserved for a department heads workday.

The evaluation form for part-time faculty was approved by the Council members. Today's date will be listed on the form as the date of approval. Brief discussion followed on evaluation forms to be used for television facilitators. Dr. Daniel will meet with Dr. Keaster to discuss that issue.

Dr. Evans reported that three positions were recommended from the College, one in Counseling, one in Psychology, and one in SIP. Dr. Burch will review those first; then she will look at the new positions.

Equipment funds were discussed briefly.

The next Administrative Council meeting is tentatively scheduled for Thursday, December 18.

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

Cathie Bryant, Secretary