

Minutes
Administrative Council – College of Education and Behavioral Sciences
Thursday, December 6, 2012 – 9:30 a.m.
Dean's Conference Room, GRH

Present: Evans, Haggbloom, Kline, Pope-Tarrence, Walters, Kirchner, Carter, Poe, Norman, Applin

Guests: S. Hartz, S. Kaufkins, J. Berger (GSR), C. Chelf (GSR)

Staffing – Several faculty/staff salary increases were approved. Two staff positions in STE have been approved for reclassification. The college will be hiring full-time temporary public relations and marketing person.

Course Validation (Graduate Studies and Research) – Dr. Berger shared two forms related to validation of coursework exceeding the specified period time of acceptance. Discussion.

Graduate Assistants – Funding availability for graduate assistantships was discussed. Further discussion concerning GA stipends will take place at the January meeting. GA paperwork will be initiated by individual departments and then forwarded to the Dean's office for approval.

Faculty Evaluations – All evaluations materials, which were received by Dr. Evans, have been forwarded to the Provost. Discussion.

January Workday – Focus will be fixed on establishing CEBS goals to align with the university's strategic goals.

Self-evaluations – Dr. Evans will be sending out the self-evaluation document to all CEBS unit heads and associate deans.

Workloads – Dr. Evans has questions about some of the workload contracts that were submitted to him.

Tenure Track Edit Review – Handouts were distributed. Discussion of this topic will be revisited.

Vacation Days – Twelve month employees were reminded to enter their vacation time in TopNet each month.

Sponsored Programs – Steva's work duties will focus more on post-award administration. Emily England in OSP will be available to work with faculty to identify funding sources. Grant budgets will be completed in OSP.

CAD Documents – Dr. Evans provided a status update on each of the documents discussed at the December 5 CAD meeting.

Photos – Dr. Poe is seeking teaching related photos of CEBS faculty and staff for possible inclusion in the new college brochure.

Final Exams and Grades – Dr. Evans encouraged unit heads to remind their respective faculty to assign a final exam or another meaningful assignment during the designated final exam date. Dr. Applin will be monitoring final grade submissions. Unit heads were asked to remind their faculty to submit final grades by the deadline of noon Tuesday, December 18.

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

Secretary, Tammy Spinks