

Minutes
Administrative Council – College of Education and Behavioral Sciences
Thursday, January 7, 2016 – 9:30 a.m.
Dean's Conference Room, GRH

Present: Margie DeSander, Tony Kirchner, Pitt Derryberry, Jill Sauerheber, Tom MacMillin, Janet Applin, Sam Evans, Tony Norman, Sylvia Dietrich

Guest: Sharon Hartz, CEBS Budget Coordinator

Graduate Assistantships: Allocation for fiscal year 16-17 was discussed. Sharon (Hartz) will meet with Unit Heads to discuss a plan for distribution of the GA funds.

Budget: Dean Evans asked Unit Heads to look closely at their budget to make sure funds are in the lines where they are needed the most. The deadline for reallocation is quickly approaching. Discussion. Carry-forward funds will be distributed after Dean Evans and Sharon discuss some specific details related to distribution.

Staffing: Due to current budget concerns, no decisions concerning Phase II staffing have been made. Dean Evans reminded Unit Heads to evaluate class enrollments and room capacities to be certain not to schedule too many unneeded course sections. The Council discussed their concerns over lack of available staff to teach specific courses.

Transfer Credits (Rank I and Cert. Only Programs): EPSB requires all transfer credits and the GPA to be listed on the student's transcript. Discussion.

Promotion and Tenure Review Update: All P&T portfolios are in Academic Affairs. Provost Lee is in the process of reviewing each one.

Part-time Instructor Award Nominations: Tammy will forward to Unit Heads the email pertaining to the selection process.

Faculty Excellence Awards Committee: Unit Heads were asked to forward the name of one faculty representative to Tammy before the end of January.

Student Leadership and Success: Dean Evans shared information about his recent meeting in Nashville with a potential sponsor for this initiative. He will be meeting with Susan Keeseey within the next couple of weeks.

Failure to Perform Responsibilities: Dean Evans discussed with the Council the responsibility required of faculty to their students.

University of Belize: A possible partnership opportunity with the University of Belize was discussed.

Recruitment: Dean Evans and Dr. Brad Kissell will be meeting again to discuss various topics related to student recruitment.

Dr. Derryberry shared information related to the student behaviors/health survey conducted by Todd Misener. Discussion.

As there was no further business, the meeting adjourned.

Respectfully submitted,
Tammy Spinks