

College of Education and Behavioral Sciences  
Administrative Council Meeting Minutes

February 4, 2016

Present: Sam Evans, Pitt Derryberry, Sylvia Dietrich, Jill Sauerheber, Tom MacMillin, Janet Applin

Guest: Dr. Eric Reed, Interim Dean Graduate School

Graduate School: Dr. Reed provided an overview of current goals and structure of the Graduate School. He indicated that the Graduate Assistantship budget for AY17 will remain the same as it is for the current academic year. Dr. Reed reiterated that the work done by Graduate Assistants needs to be tied to research and they should not be assigned office related tasks. Dr. Reed is planning to use a portion of Graduate School funds for recruitment related purposes. Suggestions were made by Dr. Reed and Administrative Council members to explore degree programs with more portability and use individual program alumni networks to assist with recruiting new students. A capacity survey will be released soon. Council members expressed concern for losing students who are continually faced with graduate admissions related obstacles such as, multiple forms and fees. Dr. Reed indicated that he and his staff are available to meet with the CEBS' faculty and staff to find solutions for specific issues. The Council stressed the importance of the EPSB to the CEBS. Discussion.

CAD Report: Dean Evans reported on the February 3, 2016 meeting.

Topics of discussion were as follows.

- Phase II staffing will not occur.
- Identify a Unit Head to serve on the Academic Program Review Committee
- Budget

Budget: Dean Evans asked Unit Heads to think about ways to address the impending budget reduction. Before making suggestions, Council members expressed their need to know more about what is expected. The Council agreed that transitional retirees will not be assigned teaching positions, unless absolutely necessary. Discussion. The topic will be revisited at next week's Administrative Council meeting.

Staffing: Positions in the CEBS' Phase II Staffing Plan will not be filled. Upcoming vacant positions in FY17 will need to be evaluated after the final budget is determined.

Promotion and Tenure: Dean Evans encouraged Unit Heads to revise their department's P&T document to include a statement about instructors. An appropriate statement can be found on page 28 of the current Faculty Handbook.

Principal Network Meeting: Principals from the GRREC area are scheduled to meet at the GRREC office on Tuesday, February 9. Dean Evans, Dr. DeSander, and Dr. Sauerheber will attend.

Non-Standard Times Report: Dr. Applin will work with office staff to address issues with courses listed on the report.

As there was no further business, the meeting adjourned.

Respectfully submitted,

Tammy Spinks