

Minutes
Administrative Council – College of Education and Behavioral Sciences
Thursday, January 5, 2012 – 9:30 a.m.
Dean's Conference Room, GRH

Present: Evans, Applin, Caldwell, Carter, Haggbloom, Kline, Metze (via video), Pope, Powers, Schlinker. Drs. Gordon Emslie and Gordon Baylis were guests.

Library Committee – Submit the names of interested faculty to Dr. Evans, and one will be chosen to represent the College.

Course Fees – Brief comments were made.

Workload Policy – Considerable discussion was held with Drs. Emslie and Baylis. Dr. Emslie began by noting that the terms “money” or “dollars” will not be used. Rather, the policy will refer to “effort,” and it will be charged in real time. 2B1 was discussed relative to things such as DELO, overload, off load, etc. The Form 16 for grant work will disappear, although it will continue to be used for teaching, DELO, etc. It is critically important to establish what will define a 100% load, which is the base that we will work from. All faculty members need to have on file an agreement with the department head on their teaching load. That agreement can change at any time as needed.

Dr. Baylis discussed the federal government legalities relative to how faculty are paid for grant work. Noncompliance of OMB A21 could shut down the university. He stressed that overload cannot be an expectation. It should be the exception when unanticipated or unavoidable. This led to further discussion on utilization of overload as it relates to compensation. We need to determine how to accommodate those who are highly productive and still remain in compliance with federal regulations. There are three levels: the occasional small items; the individual who is doing a substantial portion of effort in the classroom having part of their effort bought out; those who bring in large amounts of grant income.

The importance of “disclosure,” not permission, was stressed. All activities outside the university, whether paid or not, should be disclosed prior to the activity. Everything needs to be completely defensible. It was noted that Winter Term is a part of the academic year, but Summer Term is not. A feasible option is that additional funds can be put in a faculty member's PD account, keeping IRS guidelines in mind. Lengthy discussion followed related to those activities that need to be disclosed.

Staffing also was discussed. In addition, a new draft document on the workload policy will be available at Thursday's department heads workday session.

Other comments related to a review of degree programs as far as necessary coursework or combining sections relative to effort and compensation. Also, everyone agreed that developing a FAQ sheet would be beneficial. The reporting of effort will now be done on an EPAF; a Form 16 will be used for other things. If something is anticipated to be the same for the year, it should be submitted on an EPAF. Dr. Emslie mentioned the possibility of a method for billing that would be done in real time.

Concern was expressed by Council members relative to the slow hiring process. Dr. Emslie responded that unit heads should copy him on any emails when there are delays with the forms, particularly the Form 3, as that is unacceptable.

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GRE Scores – Discussion was held on the new GRE score requirements. Programs will set their own requirements and will need to submit program revisions to reflect the new scores. Graduate Studies will honor the new scores until they are approved. Questions should be referred to Dr. Applin.

Brief comments were made relative to challenges that will be encountered with some of these issues.

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

Cathie Bryant, Secretary