

Minutes
Administrative Council – College of Education and Behavioral Sciences
Thursday, January 19, 2012 – 9:30 a.m.
Dean's Conference Room, GRH

Present: Evans, Applin, Caldwell, Gott (for Carter), Kline, Metze, Poe, Pope, Powers, Schlinker, Winger (for Haggbloom). Dale Brown was a guest.

Budget Cuts – State budget cuts were discussed at length. The Provost has stated that the cuts will not affect searches, although other things will be impacted, such as class sizes, the amount of class sections, etc. Department heads were told not to hire faculty just to save positions.

Enrollment – The College will need to look at the number of students enrolling in web classes as opposed to face-to-face classes relative to increasing class sizes.

Tenure Track Edit Review – Department heads were asked to review the list and correct any inaccuracies. A letter will be sent to each faculty member indicating their mandatory tenure year, and they will be asked to sign it.

Workload – Individual contracts will need to be developed with faculty members as far as workload. Discussion followed.

IRB Forms – Remind faculty that these need to be submitted.

Performance Appraisals – Meetings will be scheduled for unit heads and Dr. Evans. Appraisals below the level of director are due February 10; above the director level by February 17.

Fee Allocations – Department heads were asked to review the document for accuracy and include the use of the fee.

Research Seminars – Functions are scheduled for March 14-17. Events will include a guest speaker, seminars with faculty to share their research, and the student research conference. A faculty member will need to be chosen to represent the College on the 16th.

Development Officer – The College will soon have a Development Officer devoted only to CEBS.

Organizational Chart – For information only

Promotion and Tenure – Guidelines will be reviewed. Department heads are to look at their current guidelines for consistency with the new Faculty Handbook. This needs to be accomplished by the end of February. Dr. Evans stressed that promotion to the rank of Full Professor requires sustained productivity in the three areas. He added that the university will be moving to R2 status, and we will experience a culture shift within the next few years. Documentation of productivity will be vital.

Enrollment – Dr. Brown discussed the freshman survey for Fall 2011. That information will be matched against that of IR to see if there are any overlaps. He added that enrollment/prospective student issues are being addressed at the middle school level. Discrepancies are evident between high school students who say they will attend college and graduate as compared to those who actually accomplish that.

Leader in Me Training – Training for faculty was held this week and last.

GRE – Discussion was held on the draft proposal. Department heads need to seriously review this, particularly relative to the current catalogs. Drs. Berger, Nims, and Schlinker are the College representatives on the Graduate Council and serve on the Rules Committee that developed the proposal. Drs. Applin and Poe could answer questions as well. Graduate Studies should be notified of departments' scores, as they will be honored until program revisions have gone through the system. Considerable concern was expressed, and discussion followed.

Students Traveling Internationally – Dr. Evans noted that several students are going overseas, and several are returning from recent trips. Those numbers are increasing.

CEBS Magazine – Brief comments were made.

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

Cathie Bryant, Secretary