

Minutes
Administrative Council - College of Education and Behavioral Sciences
Thursday, January 23, 2003 – 9:30 a.m.
Dean's Conference Room, Tate Page Hall

Members present: Poe, Becker, Ecton, Ferguson (for Powers), Filip, Haggbloom, Metze, Moore, Nims, Spugnardi, Stayton (for Houston). Johna Rodgers, from GRREC, was a guest.

Ms. Rodgers was introduced, after which she presented information on a grant to bring Future Educators of America high school chapters to campus to learn more about teacher education. She indicated that Bowling Green High School is not included in the current grant, but they will be invited to participate in the rally that is being planned for late March or April. In the very near future, an individual will be hired who will coordinate the grant and upcoming rally. It was agreed to postpone any further planning until Bowling Green High School decides whether they will participate in the grant activities. Ms. Rodgers will make the contact and let us know their decision.

Dr. Poe pointed out that it would be nice to have the new Director of the Minority Teacher Recruitment Center introduced to the Council at a future meeting.

Dr. Stayton facilitated discussion on international initiatives in the College. After lengthy discussion, there was general consensus that the activities are worthwhile and should be continued if they are not a drain on current resources. It was agreed that the major issue is one of resources, particularly not taking them away from the College's primary focus and mission. Further discussion centered around communication problems with some students who have minimal proficiency in English. Dr. Poe expressed her understanding that students do not have to take the TOEFL if they come out of the ESLI program.

Discussion was held concerning feedback on an open computer lab in the building. Dr. Metze reported that most faculty expressed concern about security, speed of access to the internet, and space, particularly since a lab will be located in the new technology building.

General discussion was held on adjunct faculty, particularly relative to syllabi being posted to the web and those faculty being accessible to the students. The possibility of providing them with office space was debated, and it was agreed that many adjuncts are at off-campus sites and already have work space at those sites. Also mentioned is the difficulty in asking adjuncts to do more when their pay is so low. Dr. Metze added that there will be some refurbished computers available to purchase for \$250. He will check further into how many will be available and who can purchase them. Dr. Poe reminded department heads that they can request WKU email accounts for adjuncts.

Dr. Poe reported that there is no new information on budget reductions. She added that Dr. Evans was very appreciative of the responses he received from department heads on this issue.

Assessment was discussed. Dr. Dennis George will be invited to the College to meet with department heads and faculty responsible for assessment to discuss the assessment process. It was agreed that a Friday afternoon would be the best time for such a meeting. Dr. Becker added that he would like to know what data is already being gathered by the College, where it is, and how it is being used.

Dr. Haggbloom was chosen to represent the College on a work group with Gordon Johnson to address online syllabi. Dr. Evans plans to see if Dr. Metze can be included in that group. Dr. Metze pointed out that the easiest way for faculty to post their syllabi is to post it in one location and then provide links to it in all the other places.

Dr. Poe indicated that complaints have been received when offices are not open or phones are not answered during office hours. Dr. Evans has asked that if office associates are not present and student workers aren't available, arrangements should be made for calls to be forwarded to someone who can answer them. Also, a sign should be posted on the desk or on the office door, and it would be helpful if all departments have voice mail. It was agreed that the Dean's Office will monitor calls for two weeks to see if any complaints of this nature are received.

Department heads were reminded that representation is needed at the February 22 Focus on Western.

The Minutes from the January 7 meeting of the Council of Academic Deans are included in the agenda for information purposes.

Dr. Poe asked department heads to respond to Dr. Evans' request that is listed on the agenda. He will be back in the office around 4:00pm on Monday and is also available via email.

Dr. Metze asked that he be notified if faculty experience problems with projectors in classrooms or if they are unable to connect to the internet from classrooms. COL Filip added that the contractors at Diddle Arena said they would do the installations in Diddle if we provide the mounts. He was told to check with Dr. Evans about funding to do that.

Dr. Metze stressed that projectors should never be turned off using switches on the walls, as doing so can cause damage.

Dr. Poe reported that the College is still in the information gathering stage concerning combining the undergraduate and graduate curriculum committees. All departments, except SIP, are in agreement to combine the committees. Dr. Ferguson reported that SIP faculty are concerned about the loss of a voting member of the UCC if the two committees are combined.

Comments were made relative to the length of time it takes for rollover accounts to actually roll over.

If department heads have questions concerning Dr. Evans' request for information on indirect funds, those questions should be directed to Sharon Hartz.

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

Cathie Bryant, Secretary