

Minutes
Administrative Council - College of Education and Behavioral Sciences
Thursday, January 25, 2007 – 9:30 a.m.
Dean's Conference Room, Tate Page Hall

Present: Evans, Norman, Poe, Brotherton (for Powell), Daniel, Fiene, Haggbloom, Hughey, Metze, Mikovch, Powers.

Brief discussion was held on international activities. Dr. Evans noted that Ms. Mikovch is heading up the College's initiatives.

Several informational items were distributed.

Council members were encouraged to read the attachment regarding inappropriate sexual conduct in the workplace.

Dr. Evans discussed the report from Ogden College Library Committee and its impact on CEBS. He asked department heads to review the document in light of the College's holdings and needs. The CEBS Library Advisory Committee will need to address this issue, so names of new departmental representatives should be submitted to Dr. Evans soon. He noted that on-line access to journals has a year's lag, which can be a problem, but the hard copies are current. This is the College's opportunity to make a case for inadequate holdings.

Further discussion was held on the lack of space in the new building for new library holdings. When requesting funding, department heads should be mindful that the holdings are for both faculty and students, and only pertinent materials should be requested. It was recommended that a faculty committee study holdings, as they should know best.

It's possible that the decision for the new building site may be made at the upcoming Regents meeting.

By next week, Dr. Evans needs to submit to the Provost the top two to three targeted areas for enrollment growth. KCTCS may be the first priority, along with some of the College's new programs. It was noted that staffing is a critical issue.

Reporting from the recent Standards Board meeting, Dr. Evans indicated that, effective Monday, Indiana Wesleyan can no longer admit new students or cohorts into the program. The current students have until September 2008 to finish. As a result, some students may choose to transfer to WKU, and department heads will have to make a decision on their admission. Questions or concerns should be directed to Dr. Rogers at the Standards Board.

Ms. Lich will be providing information relative to endowments and development funds, as we will be required to make a case statement. Dr. Evans noted that potential donors generally look at the history of faculty and staff giving when deciding to make contributions.

Dr. Metze noted that Usmaan's role is to work on College web pages, specifically relative to presentation of the pages as opposed to content, which should be determined by department heads and faculty. There may be a University effort to enhance what we are doing, and additional resources could be received. All web page requests are to be submitted to Dr. Metze. Dr. Evans will be working with Ms. Bryant on reviewing web pages and making certain that faculty lists are current. Dr. Metze added that marketing is critical if we are to grow, and there will probably be a push for each college to have a PR person.

Dr. Evans plans to work with Dr. Norman on research and economic development. Everyone should review and edit the document.

The professional code of ethics was discussed. Alicia Sneed with the Standards Board has expressed her willingness to work with student teachers on this issue, as well as possibly opening it up to other education areas.

Departments heads were asked to provide markers for the classroom marker boards; Dr. Metze has the price list for anyone interested. In addition, Council members agreed to proceed with the document management system as proposed.

Dr. Evans outlined the Dean's Office policy on allowing faculty access to their personnel file. His approval will be required before access is allowed, and they will not be allowed to view their file alone. A form will be developed for use when a copy is made of anything in the file. Department heads were urged to address this issue within their respective departments.

Dr. Poe solicited suggestions on the Plans for Education LLC document and encouraged participation of faculty.

Discussion was held on a date for the student awards ceremony. It was agreed to target April 15 or 22. Department heads were asked to begin working on the awards process.

Separate commencement ceremonies for graduates and undergraduates will be held this spring, and good representation is expected at both. Department heads should work with their faculty on attendance at those events.

Brief comments were made regarding advanced planning for course offerings.

Faculty are encouraged to review the doctoral program proposals.

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

Cathie Bryant, Secretary