

**MINUTES**  
**ADMINISTRATIVE COUNCIL – COLLEGE OF EDUCATION AND BEHAVIORAL SCIENCES**  
**Thursday, January 27, 2000 – 8:00 AM**  
**Dean's Conference Room, Tate Page Hall**

Members Present: Adams, Evans, Daniel (for Stayton), Ferguson, Filip, Fong, Metze, Mikovch, O'Connor, Oglesby, Schnacke. Guests present were Sharon Hartz, Susan Krisher, Alton Little, Betsy Shoenfelt, Doris Sikora, and Deborah Wilkins.

Introductions were made for Ms. Wilkins, and material was distributed regarding guidelines for faculty position processing and the rhetoric and reality about federal Affirmative Action. She explained that this is a phased approach and that the requirements for advertising have been softened. Department heads can now select advertising sources. The search committee chair also should contact Sandra Ardrey for assistance with minority advertising. Requirements for the composition of search committees have changed, in that it is no longer mandatory that a committee have minority representation. However, it is encouraged.

Ms. Wilkins spoke further about the process, saying that the Form 2 will go first to the Provost and then to the Equal Opportunity office. If there are concerns regarding individuals chosen to interview, the EEO office will communicate those concerns to the Provost who will respond to, or resolve them. Also, all files of candidates chosen to interview as well as those rated 1 or 2 are to be forwarded with the Form 2. Ms. Wilkins stressed that she be notified if someone has been invited to interview and then declines. She added that she will be glad to work with any chairs who are having difficulty articulating the weaknesses of candidates not chosen for a position. If search committee members make notes about candidates, those notes should be destroyed or they will become a part of the materials which would be produced if a request was made by a candidate. The interview narrative sheet is to serve as a summary of search committee members' comments made on each candidate.

Ms. Wilkins asked that search committees encourage candidates to return their personal information sheets so that Western can properly track data on positions. She pointed out that she is willing to answer any questions, by telephone or e-mail, that arise relative to the search process. Also, if anyone needs to know the status of a form, call her, and she will check on it.

Dr. Adams reported that the deans retreat will be held on Monday and Tuesday, January 31 and February 1. She said one of the main retreat discussion items will be program size as far as growth, trend data, graduation rates, etc. If department heads have additional items they would like discussed, they should e-mail those to Dr. Adams.

Dr. O'Connor said he would like to receive feedback from the Provost on what she thought of the departmental goals. Dr. Adams said she would bring that up at the retreat.

Schnacke made remarks on the proposed legislation on Rank I and Rank II.

Dr. Evans reported on problems at UAB relative to taking particular project activities through the Human Subjects Committee. He urged department heads to stress to grant directors that this be done here at Western.

The issue of putting syllabi on the Web was discussed, and Dr. Metze will send an e-mail to all faculty in the near future announcing sessions to help faculty put and revise syllabi on the Web. In response to Dr. Daniel's question about guidelines, Dr. Evans said he would get a checklist to her, which includes guidelines for NCATE and SACS.

Dr. Metze commented briefly on passwords for the MIS system. The system was originally designed so that faculty passwords were the last four digits of their social security number. If a faculty member chooses to change their password and then forgot it, he and Mark are unable to find out what it is.

Dr. Adams indicated she would follow up on SACS and NCATE guidelines for syllabi. Dr. Metze added that it would be helpful to have a checklist of these guidelines on the Web.

LTS Filip asked if there is an indication of how the new class schedule is coming together as far as preference for Monday/Wednesday or Tuesday/Thursday classes. Dr. O'Connor responded that there is a preference for Tuesday/Thursday, but it is not that significant.

Dr. Schnacke commented on the impact the weather is having on weekend classes.

Dr. Metze expressed concern that a procedure does not exist to get students together with instructors who are teaching KVVU courses. The Virtual Library was mentioned briefly relative to this issue.

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

Cathie Bryant, Secretary