

Minutes
Administrative Council - College of Education and Behavioral Sciences
Thursday, January 31, 2002 – 9:30 a.m.
Dean's Conference Room, Tate Page Hall

Members present: Adams, Evans, Cooke, Crews, Ecton, Fong, Haggbloom, Houston, Metze, Moore, Nims, Poe, Stayton, Storey. Ms. Sharon Hartz was present for a portion of the meeting.

Ms. Hartz briefly spoke about the vacation, sick, and attendance reporting system and indicated that departments should keep copies of all forms in a central location.

Dr. Adams distributed copies of the response to Challenging the Spirit. Also, she reported that a CEBS Advisory Board has been established, with the first meeting to be held on March 8.

Department heads were thanked for submitting information on ways to increase student numbers. A summary was distributed and discussed. The deans as a group have asked to meet with the President regarding this issue, particularly whether colleges can expect to receive funding for the additional courses that will be required as a result of increased numbers.

Ms. Storey gave an update on the Transitions to Teaching program. She said there are 40 slots in the program, and over 300 requests have been received.

Dr. Adams reported on meetings held with Calvin Stockman. One of the topics he discussed dealt with an outreach coordinator for the University. He will be preparing a report for the University on that position, and department head thoughts are encouraged.

Department heads should be thinking about space needs, as the new Journalism building is scheduled to be completed and programs moved in by the end of the Fall 2002 semester. This move would free up space in several buildings across campus for the Spring 2003 semester. Dr. Adams added that we need to think about academic areas currently being occupied by grants, projects, or special programs that might be moved to other locations. The College will need to develop a proposal within the next month, and requests will require justification.

Department heads were reminded of the Call for Papers for KACTE.

An e-train express conference will be held on March 2, at which time the technology advocates will be demonstrating what they have learned. Support of faculty who are involved is encouraged.

Dr. Adams has been meeting with new faculty to get feedback on how they have been doing. She congratulated department heads, as the new faculty are very complimentary about Western and their experiences here.

Dr. Poe reported briefly on Action Agenda proposals and how the budgets cuts might impact them. Further discussion was held, and Dr. Adams indicated that the College has not yet received funding for the advising proposal.

The SACS review team will be on campus January 2005. The years of record have not yet been determined. Aaron Hughey is the College representative on the SACS committee.

Dr. Metze has arranged for graduate students to lock and unlock classrooms after hours. Further discussion was held on security.

Dr. Metze reported that he is a member of the University committee studying Laptop University. Concern was expressed relative to funding of this initiative, and he pointed out that any other concerns should be given to him.

The extended campus directors will be on campus February 28, and selected department heads, particularly in teacher education, will be involved in that meeting.

Department heads were reminded that evaluations are needed on optional retirees.

Dr. Houston indicated that ITV requests are due on Monday. She will be contacting department heads.

Dr. Fong reported that Bobbie Lubker will be on campus April 2 and 3 as the first visiting scholar. The presentation will be on April 2, with several other activities scheduled for April 3. Faculty and students are encouraged to attend the presentation.

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

Cathie Bryant, Secretary