

Minutes  
Administrative Council - College of Education and Behavioral Sciences  
Thursday, February 7, 2002 – 9:30 a.m.  
Dean's Conference Room, Tate Page Hall

Members present: Adams, Evans, Cooke, Crews, Filip, Fong, Haggbloom, Houston, Metze, Moore, Nims, Poe, Stayton, Stone (for Ecton), Storey. Ms. Susan Krisher was present for a portion of the meeting.

Ms. Krisher spoke briefly about the faculty hiring process and gave a demonstration on using the on-line forms. She noted that Step 4 on the instructions is incorrect and should state that faculty hires go to Academic Affairs. Staff hires go to Human Resources. For any search that began on or after February 1, 2002, the new process is to be used beginning at whatever step the search is. Dr. Cooke added that there is now a Bed and Breakfast on State Street which can be used for prospective faculty accommodations.

Dr. Adams remarked that brochures are available for various programs in the College. She added that Staples carries check files that are very useful for storing and carrying them.

Dr. Adams distributed "Quick Fact" cards and indicated that Fact Books will be available later this spring. She suggested that the College produce a similar card with information about the College.

The new Psychology brochure was circulated. Dr. Haggbloom indicated that another is currently at the printer, and one more is being developed.

Dr. Stayton passed around brochures on the Early Childhood program. Dr. Adams encouraged everyone to be thinking about developing additional brochures for programs. Dr. Evans pointed out that funds are available for that purpose. Dr. Houston asked that department heads provide her with the name of a contact person with whom to work in developing/printing brochures. Also, she said that Tom Hiles was very impressed with the brochures from the College.

The WKU Connections program was discussed. Faculty are invited to participate in this program. Dr. Adams indicated that the orientation session will be set up in the near future for faculty outside the teacher education disciplines.

A copy of an article about GRREC was distributed. Copies of the booklet in which the article appears have been ordered for department heads.

Dr. Adams pointed out that optional retirees are to be evaluated. Evaluations are not required on part-time faculty.

The extended campus coordinators will be on campus February 28. They have expressed an interest in obtaining results of the SITE evaluations on extended campus faculty, as that information would be helpful to them and is not currently received.

Discussion was held on the reporting of grades. Dr. Adams indicated that a grade of F will automatically be assigned by Banner if faculty do not report a grade.

Dr. Adams reported that information will be received in the near future on emeritus faculty who have been nominated for that status.

The decision has been made that each college will handle their own student awards ceremony. Department heads should be thinking about how they would like to handle the CEBS ceremony and a possible date. A Planning Committee will be established.

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A follow-up Teacher Education Summit meeting will be held on April 4 and 5. Also, on May 20-21, a Faculty Development Conference will be held in Louisville.

Dr. Adams indicated that part-time faculty can have email accounts through the University.

Western has received \$4 million in KEES scholarships this year. Eventually, we will be getting \$12-15 million.

Brief discussion was held on the laptop university.

By March 25, department heads need to submit, via email to the Dean, examples of collaboration within the College. Also, departmental specific questions for the WKUSES need to be emailed to Bob Cobb, or a note can be sent to him stating that the departmental faculty decided not to submit questions.

Information was distributed regarding the Dave Pelzer program on March 5. Faculty are encouraged to attend and to involve students.

The Lubker lecture is scheduled for April 2, and additional activities will be held on that day and the following day.

Dr. Evans indicated that student exception appeal forms are being received for dropping courses. Through March 7, students can drop courses on line. Department heads have the prerogative to establish a deadline date for students to add classes.

Dr. Evans discussed NCATE, particularly his concern relative to alternative admissions to some masters and planned fifth-year programs. Also, a number of folios are still out. All folios need to be loaded on the server by March 15, as they will be reviewed this year on line. Be certain that the print and on-line copies are identical and in one file.

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

Cathie Bryant, Secretary