

Minutes
Administrative Council - College of Education and Behavioral Sciences
Thursday, February 9, 2006 – 9:30 a.m.
Dean's Conference Room, Tate Page Hall

Members present: Evans, Keaster, Poe, Baker, Daniel, Fiene, Haggbloom, Metze, Powers, Sheeley (for Hughey). Rachel Wurth attended a portion of the meeting.

Information was distributed and discussed concerning changes in externally funded grant processes. Dr. Evans explained further that there may be flexibility in some of the items and we may be able to get an exception on those with which we do not agree. Concern was expressed relative to department heads' responsibilities, and Dr. Evans asked that any issues on the document should be forwarded to him.

Dr. Evans indicated that the issue of faculty attendance at the proposed graduate commencement has not yet been addressed. As far as hooding, the doctoral graduates will be hooded on stage and the others will be hooded in line prior to the ceremony. Department heads were encouraged to share concerns with Dr. Gray and with their departmental Graduate Council members.

Dr. Evans is working with Ms. Hunton on course fees for travel. Those funds need to be requested as a carry forward exemption. Initially, we will need to get a handle on what is currently occurring.

The University has an individual in the College of Health and Human Services who does CPR training, and they would provide training for \$10-15 per person. If departments are interested, the Dean's Office will fund the training. Department heads will survey their faculty to determine if there is interest. It was noted that Sharon Hartz is working on this issue as well. Dr. Evans will pursue buying defibrillators.

The Minutes from the December 13, 2005, CAD meeting were distributed for information.

Dr. Evans noted that an individual will be identified to represent the College on the Leadership Enhancement Council.

The article from the *Chronicle of Higher Education* is included in the packet of materials as a heads up. The University is attempting to make all websites accessible by persons with disabilities.

Brief comments were made on the CPE draft on Performance Funding Component. Dr. Evans stressed the importance of maintaining a focus on quality.

Feedback on the Murray College Bridge Program should be given to Dr. Evans, as Western is exploring the possibility of a similar program.

Dr. Evans asked department heads to provide feedback on the CPE document regarding the 2020 Educational Attainment Projections to Achieve National Average.

Continuation recommendations on first-year faculty are due to the Dean's Office by Wednesday, February 15.

The Housing Authority of Bowling Green will be receiving an award in Louisville on Monday, and Dr. Evans plans to attend that event. In addition, he will be meeting with KCTCS in Owensboro on February 17 to discuss 2+2.

Dr. Metze shared information on proposed changes in the MIS reporting system. The suggestion was made to prepare a mock-up for faculty to review so that their concerns can be addressed. Considerable discussion followed. Also suggested was that the system incorporate a category on activities related to teaching. Department heads will provide feedback from faculty on that issue.

The document concerning ideas for incorporating QEP-related activities into the MIS was discussed. Dr. Metze would like to meet with each department to discuss and explain technology in the building. Department heads were asked to let him know when that would be possible. Dr. Evans suggested that Council members think about this issue and how faculty can be encouraged to foster QEP. Everyone was in agreement that QEP/student engagement information be embedded in all activities on which faculty report. Dr. Evans urged that departmental discussions occur within the next week, as this topic will be discussed at the next Council meeting.

Information was distributed relative to the Faculty Workload Summary. Council members were asked to bring this material to the next meeting, as it will be discussed at that time.

Documents on (a) WKUSES return rates, (b) SGA and SITE participation, and (c) Faculty Work Unit Summary were also distributed for discussion at next week's meeting.

The issue of advising will be discussed at next week's meeting. Dr. Evans also asked department heads to give him any thoughts on salaries.

It was noted that there is no further information at this time on the Page Hall replacement building.

Dr. Metze reported that problems are still being experienced with equipment in classrooms being moved. Department heads were encouraged to stress to faculty that equipment is not to be moved, lecterns are to be locked, and any other equipment should be locked up as well. Faculty are also encouraged to read Dr. Metze's emails that discuss technology so that they are aware of these issues.

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

Cathie Bryant, Secretary