

MINUTES
ADMINISTRATIVE COUNCIL – COLLEGE OF EDUCATION AND BEHAVIORAL SCIENCES
Thursday, February 10, 2000 – 8:00 AM
Room 421, Tate Page Hall

Members Present: Adams, Evans, Ferguson, Filip, Fong, Metze, Mikovch, O'Connor, Oglesby, Sheeley (for Schnacke), Stayton.

Administrative Council members were asked to sign up for blocks of time to help represent the College at the Meet the Dean reception (in DUC 230), as it conflicted with the Valentine's reception.

An example of the College bookmark was distributed. Department heads who are interested can have some of the copies of the bookmark printed with their respective departmental information on the back side of the bookmark. Anyone interested should inform Dr. Adams.

A handout was distributed and discussed regarding web courses. Dr. Adams stressed the importance of department heads thinking about whether specific programs could possibly be offered through distance learning. She asked also that department heads commend their faculty, as the College has more Web courses offered than any of the other colleges combined. Considerable discussion followed, particularly relative to whether entire programs can be offered through distance learning. Dr. Adams pointed out that we need to be realistic, in that we will commit to work toward this end. The suggestion was made to work toward offering the first two years of general education on the Web. Questions were raised concerning loading and SITE evaluations.

The memorandum from Gordon Davies regarding productivity review was distributed and discussed,

Dr. Evans discussed the issue of Human Subjects Review. Currently, Western is OK in this area, but some programs need to be reviewed.

Discussion was held on the new College travel commitment form. Faculty needs to be reminded that if they submit requests on the old forms, they will be returned. Dr. Adams added that information is specifically needed on how the travel relates to the productivity within the unit. The forms are on line. If trouble is experienced in printing, the latest version of Acrobat needs to be downloaded. The suggestion was made to provide more space on the form for responses to some of the questions. Dr. Evans said other suggestions are welcome.

Luther Hughes' memorandum on freshman seminar was distributed and discussed. The University is pleased about the positive impact it is having on retention of students. Dr. Adams asked department heads to encourage the faculty who are teaching these courses to continue.

Further discussion was held on decision to be made on the status of programs within the College. Dr. Adams reviewed with the Council members the list of programs and tentative plans at this point. As final recommendations are needed in Academic Affairs by March 1, department heads are asked to submit their recommendations to Dr. Adams a few days prior to that date. Because of her schedule, it is recommended that these be submitted no later than the end of the day on Wednesday, February 23.

Dr. Evans spoke briefly about the workshop held on putting syllabi on the Web. He stressed that, although secretaries are welcome to attend and may want to be able to answer any questions faculty may have, the intent is that secretaries do not work for the faculty member. Two more workshops will be held, with the possibility of follow-up sessions, if faculty feel they are needed. For anyone interested, the handout used in the workshop is available on the CEBS home page.

Dr. Evans and Jim Craig have been appointed to the University Space Utilization Committee. The University may be purchasing software to help in getting a handle on space, and with BANNER in place, some scheduling of classes may be done at a central level. However, the College would still have blocks of rooms to work with. Dr. Evans asked department heads to review schedules to be certain there are no errors as far as room utilization. Also, schedules need to be reviewed relative to courses as TBA, as we need to maximize space usage so that reporting of utilization is as accurate as possible.

Dr. Adams indicated that she sent out to faculty a memorandum on evaluations. She commended department heads on the evaluations currently being reviewed, and said she feels faculty were treated fairly across the College. Dr. O'Connor spoke very positively about Dr. Adams' memorandum, adding that the comment made about her goal of having syllabi on the Web was very helpful.

Dr. Stayton spoke about problems being experienced with the theft of equipment in classrooms. After some discussion, it was agreed that everyone in the building needs to be aware of the situation and of how important it is to lock up at night. The suggestion was made to have whoever uses the room last be sure it is locked and also check other rooms in their area of the building. Dr. Evans indicated that he plans to pursue additional funds of which he is aware in Facilities Management that might be helpful in addressing his problem. Another suggestion was made that security personnel not only check that outside doors are locked, but also check that inside doors are locked as well.

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

Cathie Bryant, Secretary