

Minutes  
Administrative Council - College of Education and Behavioral Sciences  
Thursday, February 15, 2001 – 9:30 a.m.  
Dean's Conference Room, Tate Page Hall

Members present: Adams, Evans, Cooke, Crews, Fiene, Filip, Fong, Houston, Metze, Mikovch, Nims, O'Connor, Poe, R. Roberts, Schnacke, Stone.

Dr. Adams reported that faculty evaluations are being processed and evaluation meetings scheduled. Also, she will be going to Mexico to meet with representatives of several states regarding replicating our masters program for public school teachers. Dr. Cooke also will be going to Mexico to look at tie-ins with business. Several faculty members are involved in this program and teaching in Mexico.

Dr. Cooke has been contacted by KCVU regarding speech pathology graduate programs in Montana. Other states have made requests as well. He announced that a new web-based masters degree will be launched this fall, and there is now a demand for a Rank I which will begin in July. Dr. Adams added that the College is working on details for funding, as incentives are needed to encourage participation. It is not only a time of opportunity, but a time of challenge.

Dr. Adams reported on a meeting she attended concerning alternative certification. Quality assurance becomes an issue when working with alternative certification. She also reported that we now have evaluations for web-based courses, and the students who were in Dr. Cooke's course were very positive that they felt involved and a part of the class.

Discussion was held on class contact hours. As the next SACS visit is approaching, the University will be looking at how we demonstrate that we are compensating for classes that do not meet the required amount of contact hours. Department heads should be thinking through this issue and keeping it in mind when scheduling classes.

The issue of increased demand for extended-campus classes was discussed. Many times, problems are encountered when classrooms are not available for ITV classes. Department heads were encouraged to look at the cycle of course offerings when finalizing new programs in order to plan for scheduling of classrooms. Dr. Cooke pointed out that web-based courses are listed differently than extended-campus courses. Dr. Houston asked that department heads notify her when scheduling classes, as she needs that information and does not otherwise have access to it.

Dr. Adams indicated that beginning this summer, the University will be considering year-round centralized assignment of space across campus. It is possible that individuals will be surveying classrooms and their usage in our buildings.

A policy is expected in the near future on multi-year or rolling contracts for faculty who are not tenure track. These can be one-, two-, or three-year contracts. An initial search would be conducted, but the individual could then be re-hired on a renewal without another search. This would be appropriate for specialized positions and for those who hold non-traditional degrees.

Beginning January 1, it is possible that faculty teaching extended-campus courses will be given \$20 per class to be added to their salary rather than being allowed to claim meals. Also, it is possible that those funds could be put in a professional development account at the college level and allowed to be carried over for three years. Guidelines will have to be developed outlining specific details. There was agreement that it would be best to put the funds into an individual's account in the Foundation.

Commencement plans were discussed briefly. Our college could be linked with the Graduate College and one other college. Also being considered is an increase in the graduation fee.

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Department heads can expect to receive an e-mail inviting suggestions regarding revision of the Strategic

Plan. The ultimate goal is to present the final draft to the President and then the Board of Regents.

Copies of departmental salaries and their rankings were distributed to the respective department heads. An increase of 2% is confirmed for satisfactory performance, and the deans have recommended an additional differentiation for performance to be taken from funds in the Provost's office. Department heads should be thinking about their plans for salary increases.

Anyone interested in attending the Kentucky Teaching and Learning Conference in Louisville March 8-10 should contact Cathie, as she will have the needed information. Also, the announcement was made that Dr. Evans is currently on the AACTE Board of Directors, and Dr. Adams will begin this year as a member of the Board.

Dr. Evans discussed lapse salaries and salary savings. There probably will be no lapse salary funds coming back to the college this year. Also, department heads were asked to check their adjunct faculty information against Sharon Hartz' information and let Dr. Evans know of any inconsistencies or problems. Department heads need to schedule an appointment to meet with Dr. Evans next week regarding salary savings.

Equipment requests from department heads are needed in Dr. Evans' office by first thing Friday morning. He needs to know how they would like to use the \$12,500.

Dr. O'Connor discussed the issue of workloads, particularly part-time faculty for the summer. Dr. Adams said she would follow up with Bob Cobb for clarification.

Department heads were asked to submit to Dr. Adams any concerns they have relative to faculty recruiting and retention. That information will be forwarded to Dr. Burch.

As early as August 15, Dr. Burch has indicated that she will approve faculty searches. The College's staffing plan will be completed by that date. Faculty who are resigning or retiring need to put their plans in writing as soon as possible. Dr. Adams reminded everyone that the optional retirement program is not an automatic entitlement; faculty need to apply and be approved for the program, and it is based on program and departmental needs as well as the quality of the faculty member's performance. The University is also considering the option of faculty being allowed to retire, take a six-month leave, and then return to their position. If this occurs, the University would have the right of refusal, and it could be non-grievable.

Dr. Adams indicated that the University will soon begin a program of shared medical leave.

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

Cathie Bryant, Secretary