

Minutes  
Administrative Council - College of Education and Behavioral Sciences  
Thursday, February 17, 2005 – 9:30 a.m.  
Dean's Conference Room, Tate Page Hall

Members present: Evans, Poe, Daniel, Fiene, Goglia (for Baker), Grieve (for Haggbloom), Hughey, Mikovch, Powers.

If anyone has strong feelings about the travel mileage reimbursement issue, they should forward their concerns to Dr. Evans.

Dr. Evans indicated that the College should be in good shape as far as SACS/QEP.

If approved by the Board, the increase in promotion stipends will be implemented for faculty whose promotion becomes effective August 2005.

There was agreement that the Turnitin program is helpful. Dr. Evans will try to identify funds for that purpose.

Brief discussion was held regarding the Faculty Scholarship Awards Policy. Dr. Evans suggested that individuals contact the Graduate Council representatives (Drs. Wheeler and Jones) to express concerns about the possible impact upon CEBS faculty.

The Budget Council meets on February 23. Further information on salary distribution is expected shortly after that date. Some funds should be available for merit increases. Any thoughts should be forwarded to Dr. Evans. He encouraged department heads to be thinking about where their faculty fall out, and he will expect to see a spread within departments. He also said it is critical that increases are aligned with evaluations.

Anyone with concerns regarding the wireless policy should forward them directly to Dr. Kirchmeyer.

Department heads were asked to give serious consideration to staffing needs for discussion at next week's meeting. Recommendations are due to the Provost by February 25.

Discussion was held on the budget. Dr. Evans noted that there are some potentially serious issues, particularly related to carryover monies, lapse salaries, and indirect funds.

Brief comments were made concerning student loans.

Overall admissions are up over 1000 students from last year at this time.

The issue of software available in open labs does not apply to the ETC or Military Science labs, as they are not open labs.

Dr. Evans indicated that Dr. Burch has asked for the narrative components on the SITE documents. The narratives, however, do not have to be shared with the departmental committees. That information can be included in the supplementary materials that are forwarded to Academic Affairs. There also was agreement that SITE evaluations in the summer would be helpful, as many of the classes in CEBS are taught only in the summer.

Discussion was held regarding the use of instructors of record. Dr. Evans stressed that the instructor of record should be closely connected with the course and what occurs in the classroom. Department heads need to be thinking about this issue.

Dr. Powers reported that the College committee planning the student awards ceremony determined it would be too costly to have a buffet. Rather, refreshments similar to those at the Christmas party will be served. The awards program is scheduled for Saturday, April 30, at noon.

Dr. Evans clarified that information to be kept in personnel files should include all paperwork relative to the hiring process of that individual, the vita, SITE evaluations, memos, growth plans, and official reprimands. Use care in filing any personal notes. The actual official file is maintained in the Office of the Provost.

Dr. Poe reminded everyone to provide feedback on the undergraduate catalog revisions.

A volunteer is still needed to represent the Dean's Office at the February 24 UCC meeting.

Dr. Poe will be meeting on Friday with the newly assigned reporter who will be covering newsworthy events within the College. Several suggestions were given to her for possible stories: elementary block, adult literacy clinic, dual credit, the new EDU 175, and the Future Educator liaison.

Agreement was reached to hold a College-wide vote on combining the undergraduate and graduate curriculum committees within the College.

Dr. Poe noted that the issue of student success/advisement will be brought back to the table after the SACS visit, which is scheduled for April 18-20.

A flyer was distributed advertising the First Annual Entrepreneurship Expo on April 22.

Dr. Evans urged department heads to encourage faculty search committees to avoid some of the higher-priced restaurants and to take advantage of the Red Zone and University dining facilities during the lunch hour, as search budgets are limited.

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

Cathie Bryant, Secretary