

Minutes  
Administrative Council - College of Education and Behavioral Sciences  
Thursday, February 27, 2003 – 9:30 a.m.  
Room 421, Tate Page Hall

Members present: Evans, Poe, Becker, Ecton, Filip, Haggbloom, Hughey (for Nims), Mikovch, Moore, Mutter, Powers. Sharon Hartz and Cindy Houston were present for a portion of the meeting.

Discussion was held on the impact of discontinuing the use of 15-passenger vans. LTC Filip indicated that it would severely cripple his activities. It was also noted that there may be other programs that would be negatively impacted.

Dr. Evans reported that funds for internship programs have been removed from the state budget as well as monies for regional service centers. Universities will be required to provide courses to principals and assistant principals in a manner similar to the tuition waivers currently done for supervising teachers. However, a clause has been included that money would have to be available to provide the courses.

Events surrounding the recent bomb threat were discussed. Dr. Evans indicated that the University knows which computer was used. The problem lies in the fact that there is no mechanism in place for students to authenticate when using computers across campus. Ms. Hartz spoke further about specific problems encountered with the evacuation of the building. She distributed and explained revised procedures. All faculty are strongly urged to speak to their classes about the procedures and the dangers involved with using two-way radios, cell phones, or elevators in the case of a bomb.

Ms. Hartz also indicated that repair work on the elevator is tentatively planned for spring break week. Therefore, it may not be operational during that time.

The Gear Up Kentucky Expo is scheduled for May 22. It is expected that 700-800 7<sup>th</sup> grade students will be on campus. Exhibit booths will be set up for colleges and businesses. Dr. Houston spoke further about the Expo and said that volunteers are needed to staff the booths. As the students will spend a very brief amount of time at each booth, exhibits should be eye-catching. Any ideas should be submitted to Dr. Houston no later than March 18.

Department heads were asked to provide feedback by March 10 to Dr. Evans regarding the professional development account policy. It was noted that some memberships and dues cannot be paid through these accounts. Laptops can be purchased with the funds, but the equipment would belong to the University.

The summer schedule was discussed, particularly relative to when school systems will be dismissing for the summer. Dr. Evans will be meeting with the GRREC Board next week, and that issue will be discussed. In addition, the testing date has been moved back two weeks. Departments may need to look at some alternate ways to accommodate students from school systems.

Brief discussion was held on President Ransdell's memorandum concerning state budget bill language.

If there are individuals in departments who are interested or would be willing to serve as Chair of the Research and Grants Development Committee, those names should be given to Dr. Evans.

Dr. Evans reminded department heads of the email they should have received regarding adjustments in code categories within budgets.

Discussion was held on the Scholars-in-Residence program. Dr. Evans pointed out that this program is on a trial basis. With the current budget situation, it may be a way to recruit faculty for one-year appointments.

Catalog revisions were discussed. Dr. Poe asked department heads to provide her with a hard copy of the departmental files with the track changes feature turned on.

The announcement was made that now might be a good time to request painting work, as Facilities Management may have time for such requests. Please submit those requests to Ms. Hartz.

Lapse salaries were discussed, and Dr. Evans distributed information to the respective department heads. He will need to report the first cut by next Friday. He will need a copy of the budget on grants if departments are buying time or giving release time. Also, he will need to be informed if departments plan to fill positions between now and June 30. Any questions regarding part-time or GAs should be directed to Ms. Hartz. If departments will have any excess funds in the student salary line, notify Dr. Evans of that as well. Further discussion followed.

Department heads will need to submit information and/or requests on classroom improvement funds to Dr. Evans by March 4. These requests involve only those items that are "nailed down."

Assessment (NCATE) was discussed, and Dr. Evans asked department heads to get information to him by February 28. A group will be reviewing that information as it relates to Standard 2.

Discussion was held on problems being experienced with CourseInfo and Blackboard. Dr. Evans said he has learned that a back-up system is in place, but there is no mechanism to get the data back into the system. He added that numerous individuals do not feel Blackboard is functioning as it was originally intended.

Dr. Becker commented that his department is in favor of an open computer lab in Page Hall if some of the concerns voiced earlier can be addressed.

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

Cathie Bryant, Secretary