

Minutes  
Administrative Council - College of Education and Behavioral Sciences  
Thursday, March 7, 2002 – 9:30 a.m.  
Dean's Conference Room, Tate Page Hall

Members present: Evans, Cooke, Crews, Ecton, Filip, Fong, Haggbloom, Houston, Mikovch, Moore, Patterson (for Fong), Phelps, Poe, Stayton, Wilder (for Nims). Dr. Patterson represented Dr. Fong until she arrived. CPT Teresa Wardell, Military Science, was a guest.

LTC Filip gave a slide presentation on the Military Science Department and Army ROTC. He expressed his willingness to make the same presentation to individual departments and their students.

General education was discussed, particularly relative to the number of slots projected for this coming fall.

The draft cost sharing policy was discussed. Department heads were asked to review it and submit their comments to Dr. Evans before March 29. January and February Indirect monies should be received in April. From that point, they should be received on a monthly basis, with one month lag time.

Dr. Evans noted that the College has some preliminary proposals, and those can be sent directly to the funding agency when there is no University commitment. Otherwise, they need to be routed through the proper University channels.

The draft calendar of reserved dates for the Fall 2002 semester was discussed. Feedback on the schedule should be forwarded to Ms. Bryant. Dr. Evans added that new faculty will be covered by insurance for that week but will not be on the payroll. Their attendance cannot be mandated for August 7, as their contracts start on August 12. The College needs to be thinking about items to offer as staff development opportunities during the opening week.

The draft medical/sick leave policy for faculty was discussed. This is basically the system currently used, and it seems to be working well.

As department heads and directors are responsible for procurement cards, they were encouraged to be aware of how those cards are being used.

No changes were recommended for the current course overload system. Dr. Evans added that he would not approve requests where students take a class in the summer but actually register for it the following fall.

Distance learning was discussed. Dr. Evans asked that feedback be provided to him on this issue. The suggestion was made that fees should be couched as technology fees for students who take web classes from distant locations.

Names should be submitted to Ms. Bryant on any faculty interested in serving as Advanced Placement Program/Faculty Liaison. Any questions should be directed to Julia Roberts.

The announcement was made that the gated parking lot will be moved to the back side of Mimosa, and the current gated lot will be opened up for inner loop parking and will be expanded to accommodate the additional needs for the new Journalism and Technology Building. The issue is on the table regarding satellite parking for freshmen. Randy Deere and Karl Laves co-chair the Parking Committee. Constructive comments and suggestions should be directed to them.

Dr. Evans briefly explained the salary recommendation procedures.

Dr. Evans discussed the current concern with using blue slips for working meetings that involve Western employees. Department heads were encouraged to use good judgment in using blue slips.

Dr. Phelps indicated that the Faculty Senate is looking at faculty turnover and recruitment. A survey will be distributed to all faculty for their input on why the turnover rates are so high and how to improve recruitment. Department heads were asked to encourage faculty to respond to the survey.

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

Cathie Bryant, Secretary