

Minutes  
Administrative Council - College of Education and Behavioral Sciences  
Thursday, March 9, 2006 – 9:30 a.m.  
Dean's Conference Room, Tate Page Hall

Members present: Evans, Keaster, Poe, Baker, Fiene, Haggbloom, Hughey, Metze, Murley (for Daniel), Powers. Also present were Ms. Alecea Jones and Drs. Burch, Bolton, Burch-Ragan, George, and McElroy.

A packet of material was distributed. Department heads are to provide feedback on lapse salaries to Dr. Evans as soon as possible, as he will be working on it on Monday.

The Winter Term surplus funds were discussed. Some of the money will go directly to the department, and the remainder will come to the College and then be distributed to the respective departments. Dr. Evans asked department heads to check their budgets and let him know when the funds have been received. He pointed out that they need to be spent this year.

Brief comments were made relative to the Adair County initiative. Funds should come to the College, and discussions will be held on how they should be spent.

For those interested, information on the Spencer Foundation was included in the packet.

Dr. Evans indicated that the document entitled "Scanning the Future" might be of interest, as some data is included that could be helpful to department heads.

Department heads were asked to be thinking about the issue of assistantships. They were encouraged to look first within the College to fill slots. Any department head having a slot and no one to fill it should notify Dr. Evans.

Introductions were made, after which lengthy discussion was held on the QEP. The QEP Plan and discussion questions were distributed. Dr. Burch spoke about the purpose of the QEP—what it means and what faculty ought to be doing. She added that it is being done to define the Western experience and who we are. It targets enhancing student learning, with the point of focus being the outcomes. The challenge to the University is to know whether we are engaging students and assessing whether it occurred and was successful. It is essential that students be exposed to the types of experiences that will shape them.

Dr. Burch emphasized that accountability and assessment have to come from the program level. Further comments were made relative to how the QEP relates to graduate programs. She indicated that we have to find a way of documenting student experiences. In many instances, students don't realize that they have experienced particular things, so assessment of outcomes becomes difficult. The issue of value added learning was also discussed.

Discussion followed concerning diversity and assessment of the learning outcomes. The time line was reviewed, as well as how the process can be shaped over time. In addition, the QEP needs to be imbedded in the Action Plan and in the Assessment Plan.

Dr. Burch emphasized that the department head is critical in shaping the opinions of the faculty as far as what is important and the direction of the University/College. The department head sets the tone. She related that students and prospective faculty have commented that the QEP is not discussed in classes or in the prospective faculty interview process. The University was founded on teacher education, and these values are embedded in this College.

The staff of the Office of the Provost and Vice President for Academic Affairs stands ready and willing to assist departments in whatever way they can with the QEP process.

Dr. Burch thanked everyone for their concern and participation in the QEP initiative.

Dr. Evans indicated that the Council will not meet next week unless something unexpected occurs.

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

Cathie Bryant, Secretary