

Minutes
Administrative Council - College of Education and Behavioral Sciences
Thursday, April 5, 2007 – 9:30 a.m.
Dean's Conference Room, Tate Page Hall

Present: Evans, Norman, Poe, Daniel, Fiene, Haggbloom, Hughey, Metze, Mikovch, Powell, Powers

Concerns were expressed regarding the new electronic system for reporting vacation and sick time. Council members were asked to check their leave reports for accuracy.

It was agreed to purchase two reference copies of the book entitled *Developing a Comprehensive Faculty Evaluation System: A Guide to Designing, Building, and Operating Large-Scale Faculty Evaluation Systems*, third edition.

Information on the Honors College was distributed.

Brief comments were made concerning ATP numbers.

The draft document from EPSB regarding masters degrees was discussed. EPSB will review it as information at the May meeting, with approval expected in late summer.

The Human Resources Standards of Conduct Policy was discussed. Dr. Evans stressed the importance of documenting everything. Concern was also expressed regarding discrepancies between the Faculty Handbook and some HR policies. Any suggestions or ideas should be forwarded to Dr. Poe.

Department heads were asked to review the Teacher Standards document and respond via email to Dr. Evans.

The Research Enterprise document was distributed and discussed. Feedback should be forwarded to Dr. Evans by next Friday.

Brief discussion was held on access to dissertations and theses.

The Board of Regents approved the site for the new building. The architects will be on campus Friday, and Ms. Hartz will be working with them.

Dr. Evans and others from WKU will be meeting with individuals at UT-Chattanooga regarding services they provide. He commented on having a person to write or help with the writing of grants.

Everything is ready and in place for the April 22 CEBS Student Awards Ceremony.

Considerable discussion was held on the departmental business plans. Dr. Evans needs preliminary information from department heads by next Thursday, when it will be on the agenda again.

GRREC will be hosting a special session for superintendents, principals, and central office administrators on Change Leadership: Re-Envisioning Schools for the Future. If anyone wants to participate, there will be no cost for the University.

Information was distributed and discussed relative to the document on Authorizations for Exceptions to Undergraduate Academic Policies. Also distributed was information on Thoughtful Education. Dr. Poe spoke further about the Exceptions document, clarifying that department heads can authorize or approve exceptions to policies they create, but not a University-wide policy or requirement. There is also a distinction between a waiver and an exception. We don't "waive" policies, we approve "exceptions" to the policies. Using Option 2 is encouraged for change of major titles.

Dr. Poe reported that undergraduate catalog revisions will now require a sign-off sheet from the Dean. She added that changes in the catalog cannot be made until curriculum approvals have occurred. Department heads were encouraged to review program descriptions to ensure they are clearly explained.

Dr. Evans spoke briefly on the two lecture series and how we might improve student involvement. He also questioned whether it's time to reconfigure the committees.

Dr. Evans will be in Lexington on Friday to meet with representatives from Apple and will be out part of next week. He then leaves for Malaysia on April 23 and will return to campus May 1.

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

Cathie Bryant, Secretary