

Minutes
Administrative Council – College of Education and Behavioral Sciences
Thursday, April 5, 2012 – 9:30 a.m.
Dean's Conference Room, GRH

Present: Evans, Applin, Carter, Haggbloom, Huggins (for Caldwell), Kline, Norman, Pope, Powers, Schlinker

Grawemeyer Award – Dr. Evans asked if there is a faculty member who would like to attend the luncheon for this.

Summer Stipends – Discussion was held relative to ways to address summer stipends in terms of efficiency. Dr. Evans will talk with Dr. Laves concerning some of our issues.

MAE Teacher Leader Program – Brief comments were made on the recent meeting that was held. This led to discussion on getting a cohort group in the Glasgow area. Also, comments were made on the EBSS degree program.

Retention – Information on the student survey was distributed and discussed. It appears that time management and study skills are major problems. Students need to develop a connection when they arrive, particularly with peers. Some possibilities are the Student Affairs Club, student ambassadors, college organizations. Serving food would be advantageous to attract students to any functions. The CEBS Retention Committee will be invited to next week's meeting for further discussion.

Leader in Me – Discussion was held on the Leader in Me initiative. Seven faculty members have been trained.

Final Exams – Faculty are encouraged to schedule finals at the assigned days and times. The expectation is that classes meet during finals week, or at least some type of productive activity.

Emergency Procedures – It was noted that classes **MUST** be dismissed in the event of a tornado or fire, and they should be directed to the safe spots. In an evacuation notice, the building **MUST** be evacuated. Those who do not are subject to arrest. During the day, the "all clear" will come from Ms. Hartz. The suggestion was made to put the emergency procedures/safe spots on the desktop computer in all classrooms. Also, copies will be printed and distributed throughout the building.

General Education – Two options have been suggested. Senate members should have discussions with faculty. Some concern was expressed relative to transfer students.

Emeriti Status – Recommendations should originate at the department level, and it is not automatic. When making a recommendation, department heads need to include some rationale. The suggestion was made that, in order that it is uniform across the university, Academic Affairs should provide guidelines. Dr. Evans will pursue this issue.

Faculty Release Time/Work Load – A policy has not been approved, and we will need to start working with faculty to define their work load. Department heads were asked to complete the report on those with alternate assignments. It was noted that there is no specified teaching load in the *Faculty Handbook*, but there needs to be a starting point. Dr. Evans will check on this.

Student Awards Reception – Everything is set for Sunday, May 6. The reception starts at 1:30; the program starts at 2:00.

TELL Survey – It is out in the schools, and we will be getting access to that data. Anyone who wishes to use the data for research will need to apply through the Kentucky Department of Education.

CPE Visit – Individuals from CPE will be visiting campus, particularly relative to the professional education programs. They may want to visit with faculty and students.

Staffing Plans – These will be due sometime this summer. We need to think in terms of the programs we have and what we need to do to staff those programs. Everything needs to be in place by July.

Vacation Time – Department heads were reminded to make sure their vacation time is appropriately reported. They should use their own judgment on whether time off should be reported as vacation, if work was conducted during that time.

Travel Forms – Dr. Evans will be addressing some concerns with Jim Cummings regarding everyone having access to our index numbers.

At-Risk Students – Discussion was held on the students on that list. We need to contact them to see if they are on target to graduate. Department heads should provide feedback.

Budgets – Department heads were urged to stay on target. Dr. Evans indicated that the college has covered our share of the reductions. He will provide information as it is received.

Enrollment – Brief comments were made that it is up from last year.

Graduate Assistants – Discussion was held on raising the stipend one time only. Also, everyone will have the opportunity to receive additional funds for research for GAs. Dr. Evans will develop a proposal for funding for GAs to show how this has helped faculty with their research for next year. Dr. Evans needs these reports by next week.

Class Size – Brief discussion was held on how canceling a class can impact enrollment.

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

Cathie Bryant, Secretary