

Minutes
Administrative Council - College of Education and Behavioral Sciences
Thursday, April 8, 2004 – 9:30 a.m.
Dean's Conference Room, Tate Page Hall

Members present: Evans, Keaster, Poe, Brotherton (for Baker), Ecton, Ferguson (for Powers), Haggbloom, Hughey, Jukes (for Daniel).

Material was distributed relative to criteria for the honorary doctorate. Faculty are encouraged to nominate appropriate individuals.

Information was distributed and discussed regarding the April 30 conference sponsored by the Center for Entrepreneurship and Innovation. Each college is allotted ten slots for student attendees. Department heads were asked to submit nominee names to Ms. Bryant by April 16.

The new University policy on cell phone use was distributed. Dr. Poe pointed out that cell phones are available for checkout when traveling for official University business.

It is expected that a University policy will be implemented relative to course fees. Any suggestions should be submitted to Dr. Poe.

Department heads were reminded to ensure that appropriate advisors are available this Saturday for OAR. In addition, the importance of attendance at Commencement should be stressed to faculty, as they are expected to attend one ceremony per academic year.

The University is addressing problems that have been encountered with clean up of events, particularly when food is brought in. When Aramark provides the food, they also do the cleanup. Otherwise, individuals hosting events are responsible for cleaning up the area after use.

Currently, promotion and tenure documents are being reviewed, specifically for consistency of departmental policies with the published criteria in the *Faculty Handbook*. In addition, guidelines should line up with other institutional priorities or expectations.

Plans are being finalized for the fall opening activities.

Department heads were asked to be sure faculty are aware of the Junior Black Faculty Program.

Dr. Poe indicated that a general education consultant will be on campus next week. Attendance is encouraged.

The CEBS Undergraduate Student Awards Ceremony will be held on Sunday, May 2, at 2:00 in the Auditorium. It was agreed that recipient lists should be submitted no later than April 16, and Dr. Haggbloom's office will handle invitations and the program. MAJ Brotherton offered to secure the flags and carpet, and Ms. Hartz will handle the arrangements as she has in the past.

The faculty emeritus events are scheduled for April 22. They will be visiting individual colleges from 10:15-11:45, with a University-wide luncheon to follow. It was agreed to hold some type of light reception and to try to have individuals attend who were at Western at the same time as the emeriti faculty. Ms. Bryant will let department heads know who (emeriti faculty) will be present, and she will send out a College-wide email inviting faculty and staff.

Department heads should have received information on unit productivity. Dr. Evans commented that the College has done well in the past and needs to continue that tradition.

Dr. Ecton indicated that a Teacher Leadership conference will be held at UK on May 12. He will attend and feels that an additional representative should attend as well. Dr. Evans said he would try to go.

Ms. Bryant reminded department heads that she is collecting items to be included in a still life picture depicting the College. Dr. Evans added that we have been asked to provide a picture of Western to be displayed at the Education Professional Standards Board.

Dr. Evans reported that salary recommendations have been delivered to Academic Affairs.

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

Cathie Bryant, Secretary