

Minutes
Administrative Council - College of Education and Behavioral Sciences
Thursday, April 14, 2005 – 9:30 a.m.
Dean's Conference Room, Tate Page Hall

Members present: Evans, Poe, Keaster, Daniel, Fiene, Goglia (for Baker), Hughey, Metze, Mikovch, Smith (for Powers).

Considerable discussion was held regarding carryover funds. It was agreed that these funds should be used for large ticket items such as staffing for the doctoral program, an individual to assist with web-based instruction and web pages, graduate assistants, renovation for additional office space for new faculty, faculty travel, and maintenance of technology equipment. Dr. Evans pointed out that only 50% of the unused funds will be carried over. He also asked department heads to look at their indirect budgets because some funds can be interaccounted back into the departmental indirect accounts. A final decision on the use of carryover funds will be made on April 25.

Information was distributed and discussed relative to the budget. Department heads were asked to review the information for inaccuracies and notify Dr. Evans as soon as possible.

Dr. Evans reminded everyone that all 12-month employees are required to account for all sick and vacation days taken. Relative to consulting work, one day per month is allowed.

Dr. Evans commended Dr. Fiene for having her entire departmental faculty present at the recent QEP meeting. Also, of those who did not have professional assignments or off-campus responsibilities, everyone was present at the conceptual framework meeting. Further discussion was held on faculty responsibilities the week prior to the beginning of the fall semester and during breaks. Dr. Evans will get clarification on the official start date in faculty contracts. His expectation is that faculty be on campus beginning on that date. They are also expected to be on campus when the University reopens after the Christmas holidays. Council members agreed that this information should be shared with faculty prior to the end of the spring semester, as they need to be aware of exact expectations.

Faculty are also expected to participate in one of the two commencement ceremonies and to administer final exams or meet class during finals week.

Department heads were reminded to do the WKUSES. In addition, SGA evaluations are to be handled in the same manner as the SITE evaluations.

Effective July 1, Western will have a new street address in recognition of the Centennial Celebration. All buildings/departments will have individual box numbers. When those numbers are known, Ms. Bryant will inform all involved offices.

Dr. Evans distributed and commented briefly on material relative to lapse salaries.

Information was distributed and discussed concerning Action Agenda funds, which are now referred to as the Provost's Initiatives for Excellence. Dr. Evans needs any suggestions or comments by the end of the academic year.

Ms. Bryant pointed out that the student awards reception invitation process will be revamped next year, but everything is in order for this year. Department heads have been asked to email student recipients to ensure that they plan to attend.

Dr. Poe reported that mass student emails will now be allowed if they are related to academic matters. Freida Eggleton is the contact person.

Dr. Metze commented briefly on the wireless campus and clarified that faculty still need modems to use wireless. He also asked department heads to remind faculty to turn off projectors in the classrooms, as the bulbs are burning out and are expensive to replace.

The College's web page has been updated, and Dr. Evans recommended that all departmental faculty and staff listings be reviewed for accuracy. Office associates should add any names that are not included on the handouts and line through those that are gone. The lists should be returned to Dr. Metze.

Information was distributed listing professional organization links. Department heads were asked to review the list and check all that they would like to keep and add any that are not on the list. That information should also be returned to Dr. Metze.

Dr. Poe reminded everyone that the SACS visit will occur next Monday through Wednesday. Unless individuals have been involved with the QEP, they probably will not have contact with the team members.

The Council will not meet next week, April 21.

A brief announcement was made that an on-line survey is being developed relative to professional development needs for faculty in the College.

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

Cathie Bryant, Secretary