

Minutes
Administrative Council – College of Education and Behavioral Sciences
Thursday, May 3, 2012 – 9:30 a.m.
Dean's Conference Room, GRH

Present: Evans, Applin, Caldwell, Gott (for Carter), Haggbloom, Kline, Norman, Pope, Powers, Schlinker. Tony Kirchner attended a portion of the meeting.

Summer Schedules and Office Hours – Dr. Kirchner asked everyone to let him know about locking doors in the office suites. Dr. Evans added that several groups will be using the building this summer. Remind everyone not to tape anything on the painted walls.

Heat and A/C – It was noted that there are still problems with heat and air in classrooms, even though they are in Astra.

Use of Office – The Vice President for Research has requested the use of an office in Ransdell Hall. We are working to identify a room.

Policy on Sexual Harassment – Dr. Evans noted that there is zero tolerance. Faculty need to be aware of this policy. If someone brings something to the attention of an individual, that individual is required to report it and to make certain that Dr. Evans is also aware of it.

Policy on Charitable Foundation or Corporate Gifts/Grants – Information was distributed on this policy. It was noted that interviews are currently being conducted to hire a new Development Officer for the College.

QEP – Individuals can submit new ideas. The College submitted one.

Proposal to Revise an Academic Policy – The proposal was distributed. Discussion was held on maintaining matriculation and how it will impact programs in the College. Further comments were made relative to the doctoral program.

CEBS Student Awards Ceremony – Plans are complete. The suggestion was made to ask all students in a particular area to stand at the side until their name is called, which should facilitate the process.

Student Help – Dr. Evans noted that he is aware of a student who needs to find work to stay in school this summer. Dr. Powers will check on it.

Chamber of Commerce – A foundation has been created to raise \$3 million to support the Leader in Me initiative. Opportunities may be available relative to research. Discussions are continuing.

Program Evaluation – Brief comments were made. Dr. Evans will follow up. Dr. Schlinker indicated that Dr. Zhang is looking for individuals to do program evaluation through a grant that was received.

Retention – We need to determine how we plan to address this issue. The subject will be on the agenda of a future meeting.

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Know How to Transfer Program – Dr. Applin will complete the template and then confirm with department heads.

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

Cathie Bryant, Secretary