

Minutes
Administrative Council – College of Education and Behavioral Sciences
Thursday, May 5, 2011 – 9:30 a.m.
Dean's Conference Room, GRH

Present: Evans, Norman, Poe, Caldwell, Carter, Haggbloom, Kline, Metze (via video), Powers, Schlinker

Dedication – Feedback from the dedication was extremely positive.

Commencement – The college should have representation at both the graduate and CEBS ceremonies.

Plagiarism – Lengthy discussion was held, particularly related to steps to take if it surfaces. Dr. Kline reported on the Indiana University tutorial that they use and will share his procedure. It was agreed that we need to be proactive and include important information in all syllabi, what is expected of students and consequences of plagiarism. The Center for Literacy works with students on teaching them how to summarize an article, and it is a good source. Everyone should submit to Retta Poe what they do in their department. This issue will be on a future agenda for further discussion.

Summer Hours – The impact on research was discussed, and department heads were asked to submit, before Tuesday, any impact they expect. It was also noted that office temperatures are better when doors are propped open. Staff hours will be 7:30am to 3:00pm, with 30 minutes for lunch. Students can keep offices open until 3:30, but only if it doesn't increase energy consumption. Also, manually turning off lights and turning off computer screens, printers, etc. will help. Department heads should inform the Dean's Office of any late afternoon classes scheduled in the building. Further discussion was held on the ERC being open until 6:00. If utilization is low, it may close earlier.

Retention – Dale Brown will be attending the May 19 meeting and will have data on the college.

WKUSES – Give some thought to what data would be most meaningful and how it needs to be configured, particularly for retention.

Five-Week Assessment – Are we contacting and working with students? Are the advisors getting the lists and using them? The suggestion was made that someone lay out all the data that is received so that we can review it and determine what is helpful for retention or other purposes. Department heads should be thinking about this issue.

Benchmarks – The college will be asked for this information. Suggestions should be forwarded to Dr. Evans by Wednesday morning.

GAs – Send information to Ms. Hartz. Dr. Evans hopes to accommodate everyone's needs. Brief comments were made concerning student workers and departmental budgets.

Furniture – A meeting is scheduled in the near future to go over furniture needs.

Vacations – Make sure vacation plans have been included on the calendar in the Dean's Office.

Boyd-Lubker Committee – A college representative is needed. Please submit names ASAP.

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Internationalizing the Curriculum – Dr. Bill Pfohl is leading this initiative. Department heads should be thinking about ideas for bringing someone to campus. The Hensley Committee is trying to schedule an individual who would speak on this topic. Dr. Carter mentioned that an on-line survey is being conducted; faculty are encouraged to respond.

General Education – Everyone should notify Dr. Evans of any concerns with this issue, as it will be discussed at the next CAD meeting.

Retirements – Dr. Poe was commended for her contributions over the years. Dr. Evans is looking for someone she can mentor for some of her responsibilities relative to curriculum. A reception is planned for next Tuesday to recognize Drs. Poe, Pankratz, and Metze for their service and dedication.

University Student Complaint Committee – A college committee is needed to address issues that have surfaced. The names of a member and an alternate, in addition to a student member, are needed from each department ASAP. Dr. Poe will forward the document that describes the process, and names should be submitted to her. Dr. Poe complimented the faculty on the job they have done outlining student requirements, resulting in no complaints for the past several years.

Eleven-Month Employment – Dr. Evans will get clarification on this.

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

Cathie Bryant, Secretary