

MINUTES
ADMINISTRATIVE COUNCIL – COLLEGE OF EDUCATION AND BEHAVIORAL SCIENCES
Thursday, May 7, 1998 – 8:00 AM
Dean's Conference Room, Tate Page Hall

Members Present: Martray, Evans, Fong, Metze, O'Connor, Oglesby, Schnacke, Shapior (for Payne), Stayton, Westbrooks.

Joyce Wilder was nominated to serve on the Service Learning Committee.

Draft guidelines for a campus alcohol policy are being developed and will include some restrictions. Four locations will be permitted: Alumni Center, Kentucky Building, South Campus, and the Faculty House. Tailgating will be opened up as well. The draft guidelines will be submitted to the Board of Regents.

Discussion was held on the proposed holiday schedule.

The Board of Advisors is comprised of individuals who can make significant contributions to the University. They are meeting today to discuss budget, strategic planning, history of Western, and the student body. A list of the Board members will be distributed in the near future.

Fred Hensley will have responsibility for the University's Web page.

House Bill 532 was discussed relative to retired faculty who work for the University having to pay benefits into the retirement system. If that happens the fund balance may be sued. A line items will then be needed for equipment, since it is usually purchased through the fund balance. Westbrooks was asked to meet with the Advisory Council to formulate a resolution regarding indirect savings and their importance to the faculty, the College, and the grants. The resolution would be forwarded to Dr. Burch.

Lapse salary information was distributed, and errors should be brought to Evans' attention. As soon as funds are received, Evans and the Dean will meet and funds will be transferred to departments. It was noted that funds have to be spent before the end of this fiscal year. Also, an additional pool of money may be available in Dr. Burch's office.

We have been asked to track the use of both lapse salaries and incentive funds. Department heads were reminded to make certain that all copies of PO's go through Sharon.

Two instructional technology persons will be hired for Business and Potter Colleges, and help of their salaries will be paid out of the technology budget. CEBS and Ogden College already have personnel serving in that capacity.

Evans mentioned that there is a possibility of changes in the guidelines for Programs of Distinction. CPE will be reviewing the proposals on May 18.

Summer stipends will be \$5500; and if anticipated enrollment is reached, another \$500 will be added.

The attachment on scholarships is included for information purposes.

The position statement, "Welcoming Environment," was approved by the Council of Academic Deans on May 5, 1998. Westbrooks pointed out that the Ethnic Relations Task Force indicated that students said it would be helpful for faculty to post their department head's name and telephone number on all course syllabi.

President Ransdell's memorandum on the Crisis Management Plan is attached for information purposes.

Dean Martray briefly discussed the spring 1998 enrollment report. He added that the spring figures are down, which makes it difficult to fight for positions.

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The Strategic Planning Document Draft was distributed and discussed. Unit heads are asked to share the documents with their faculty. It was noted that the document is incomplete; Evans will get updated copies and have them distributed. Department heads should NOT share with faculty until they have received a correct copy.

Brief discussion was held on the attachment concerning graduation rates.

The SGA resolutions will be discussed next week by the deans. There was general consensus on the resolutions that professors should be formally trained for advisement and that advisement be included on faculty evaluations. Also, the Council members expressed support for the student mentoring program resolution.

Copies of the memorandum regarding unit productivity awards will be copies and distributed to department heads. Letters of intent are due to the dean on May 15.

Feedback on Ethnic Relations Interim Report should be submitted ASAP to O'Connor.

Happenings are attached for information.

Westbrooks reported that several motions were passed at the last meeting of the Faculty/Professional Staff Advisory Council. The first was a motion that the College present all faculty award nominees who did not win the award with a certificate of recognition at the annual fall College meeting. Also passed was a motion that a professional staff awards committee be formed for the purpose of recognizing professional staff members in the College and that the committee be formed by the professional staff voting on representatives from each professional staff area. Nancy Carwell will chair that committee, and it is hoped that the staff awards will be in place for the spring 1999 awards recognition. The third motion that passed was to form an Executive Committee of the Advisory Council which would be composed of the chair, co-chair, past chair, and past co-chair for the purpose of maintaining continuity and that the Executive Committee members be present at all Council meetings.

Westbrooks commended the Advisory Council on their accomplishments.

Concern was expressed that faculty are expecting average salary increases of 5.5%. Dean Martray pointed out that 1.7% is for satisfactory performance, and anything above that amount is merit.

Schnacke commented on the records management training process and asked for further information such as laws, etc., which might be available. Bryant will try to obtain that information.

Brief discussion was held on courses being evaluated this spring.

Fong reported that she and several faculty will be traveling to Owensboro to discuss the cooperative agreement offer the hotel restaurant program.

Evans reminded everyone that the musical extravaganza and dedication of the mace will be held tonight at 8:00 in VanMeter.

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

Cathie Bryant, Secretary