

Minutes
Administrative Council – College of Education and Behavioral Sciences
Thursday, May 10, 2012 – 9:30 a.m.
Dean's Conference Room, GRH

Present: Evans, Applin, Carter, Dietrich (for Powers), Haggbloom, Kline, Norman, Poe, Pope, Schlinker. Sharon Hartz and Tony Kirchner attended a portion of the meeting.

Budgets – Information was distributed and discussed, particularly relative to the Clinic. Dr. Evans noted that workload reports need to be completed. Unit heads were reminded to verify eligibility of new hires and have them complete the I-9.

SACS – Everyone will be required to submit an updated vita by August 2012. In addition, a yearly workload will be needed. The policy will have implications for the College, and faculty should review it closely. Further discussion involved the issue of disclosure regarding activities that faculty do on a voluntary basis. Comments were made relative to the unit head's responsibilities in these cases. It is crucial that CEBS is represented at this afternoon's Graduate Council meeting.

Staffing – Positions from failed searches, when candidates have already been interviewed, are not included in the staffing plan. They will automatically roll over. Discussion followed. Staffing plans need to be ready in July, and unit heads should consider how many faculty will be needed to cover classes based on a 9-hour load and the number of students who need the classes.

Commencement – Encourage faculty to attend the ceremonies.

Awards Ceremony – Several compliments were received. A date for next year needs to be identified early so that we can secure the larger room. Also, students need to be encouraged to attend.

Retention – Dr. Evans asked that a committee be formed with a representative from each unit.

Student Ambassadors – Comments were made relative to the recent luncheon with the CEBS student ambassadors. Involving the group, as well as clubs, in retention was mentioned. Also mentoring.

New Computers – Deans and department heads should be included in the rotation for new computers this year.

CEBS Development Officer – The search is being completed for the new CEBS Development Officer. Dr. Evans is pleased with the pool of candidates. Also, he plans to be much more involved in development this year.

Next Week's Meeting – The Administrative Council will meet next week, May 17. Dr. Evans added that he hopes to host a luncheon soon since Schlinker and Caldwell will be leaving.

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

Cathie Bryant, Secretary