

Minutes
Administrative Council - College of Education and Behavioral Sciences
Thursday, June 1, 2006 – 9:30 a.m.
Dean's Conference Room, Tate Page Hall

Members present: Poe, Keaster, Baker, Daniel, Haggbloom, Hughey, Powers.

A College representative is needed to serve a 2-year term on the Faculty Scholarship Council (Dr. Stayton has expressed her willingness to serve again.). Ms. Bryant was asked to check on the deadline for submitting a name. An alternate is needed as well.

A College representative is also needed to serve a 3-year term on the Academic Program Review Committee. It is recommended that the individual be an experienced faculty member, and the individual needs to be identified by June 30.

FaCET is soliciting applicants for the half-time Faculty Associate position. The individual has to be tenured. If department heads have anyone in mind, they should contact Dr. Evans. It was noted that the College is already represented through Dr. Kuhlenschmidt's position as Director of the Center.

Council members agreed not to pursue the services of OfficeWare. Dr. Keaster encouraged department heads to consult with Dr. Metze when considering options for copier/printing needs.

Department heads felt it would be beneficial for each to have their own copy of the reference book for department heads. They agreed that they could share the other two books.

The Administrative Council Planning Day was scheduled for Wednesday, August 9. Details will be worked out at a later time.

Summer enrollments were discussed. Due to the fact that enrollments are down this year, Dr. Evans has indicated he will not spend all of the carryover dollars in case they are needed. Brief discussion followed regarding faculty stipends for the winter and summer terms. Further discussion centered around the reason for the low enrollments. Dr. Poe added that the University is considering the implementation of enrollment targets.

Dr. Evans expects the issue of the promotion/tenure policy to be back on the Council of Academic Deans agenda in the near future. Comments from department heads should be directed to Dr. Evans by Monday, June 5.

September 17 is Constitution Day. In observance of that day, University events are planned for the week of the 18th. Department heads were asked to be thinking about whether they wish to plan independent departmental activities.

Dr. Poe announced that the Board of Regents will meet June 15, and salary letters will go out after that meeting. Dr. Evans will be out of town on that date but will prepare something to be delivered to departments on the morning of the 15th.

The College Professional Development Day is scheduled for Monday, August 21. A summary of suggested topics was distributed and discussed. Dr. Poe pointed out that this activity is a University and a dean expectation. Any additional topics should be submitted to her, as well as the names of individuals willing to conduct sessions. Also, department heads should check with their office associates as to topics they feel would be relevant to their positions.

Much the same format will be used for this year's College PD day as what was done last year, including a luncheon outside. Dr. Poe stressed the importance of marketing the activities to the faculty and staff in a positive way.

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

Cathie Bryant, Secretary