

Minutes  
Administrative Council - College of Education and Behavioral Sciences  
Thursday, June 14, 2001 – 9:30 a.m.  
Dean's Conference Room, Tate Page Hall

Members present: Adams, Evans, Cooke, Crews, Houston, Moore, Nims, Poe, Schnacke, Stayton, Stone, Wardell (for Filip).

Dr. Adams discussed the schedule for the beginning of the fall semester, pointing out that the start date for new faculty is August 8; and August 9 is tentatively being held for a deans, department heads, and directors work day. She would like to plan something with new faculty on the 10<sup>th</sup> to meet with the group in the morning, with department heads and directors joining them for lunch. As the Faculty/Professional Staff Advisory Council has recently requested information on the responsibilities of administrators, it would be helpful for all department heads and directors to join the group at least during lunch so that each person can share about his/her particular role.

Dr. Burch has scheduled a workshop on retention and the opening faculty convocation for August 14, and the departmental and college meetings will be held on the 15<sup>th</sup>. Dr. Evans added that the Praxis Conference also will be held on campus on the 15<sup>th</sup> from 1:00-7:00 pm.

The British Consulate is interested in sponsoring graduate students to receive advanced education degrees, and a delegation from Indonesia will be on campus August 17 to hear presentations on the options that Western can provide. If additional information is obtained on the particular program areas of interest, the Dean's Office may contact the departments involved to request that they participate in the presentation. In addition to Indonesia, we have been contacted by the United Arab Emirates about possible programs.

Dr. Cooke gave an update on the students from Mexico City. Further discussion was held on that program.

Dr. Evans distributed, for information, the space availability report.

Action plans are due June 15, and copies should be forwarded to the Dean's Office.

Relative to the current Taking Aim notebooks, concern was expressed regarding contacting students who have left the University without knowing the circumstances of their leaving.

Dr. Adams has met with everyone on the staffing plan and hopes to have it in to Dr. Burch within the next week. If plans are submitted early, Dr. Burch has indicated that she will try to get them approved early. Dr. Nims pointed out that Counseling programs rank third or fourth in numbers nationally.

Dr. Adams spoke briefly on funding relative to recruitment and innovative programs, particularly for web-based courses.

The Syrian University, visited by Drs. Burch and Kirchmeyer, has not yet made a decision as to whether they will select Western or Brigham Young for their collaboration. They are interested in hospitality and business technology programs.

Discussion was held on billing for and offering of web courses. Problems were also discussed relative to the offering of web courses. Dr. Adams added that class size and load credit will need to be addressed as well.

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Dr. Evans will be on vacation the week of June 18, and Dr. Adams will be in Washington June 18-20.

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

Cathie Bryant , Secretary