

Minutes  
Administrative Council - College of Education and Behavioral Sciences  
Thursday, June 22, 2000 - 9:30 a.m.  
Dean=s Conference Room, Tate Page Hall

Members present: Adams, Evans, Cooke, Crews, Daniel (for Stayton), Fong, Metze, Oglesby, Poe (for O'Connor), Stone, Wagner (for Schnacke), Wardell (for Filip).

Dr. Adams distributed the revised organizational chart and accompanying narrative of the College as well as the list of Administrative Council members for 2000-2001. Each department head will need to review the programs listed below their respective box to insure that all are included.

Dr. Adams reviewed the schedule of meetings for the week before the opening of the fall semester. A Council of Deans retreat is scheduled for August 7 and 8 which will involve department heads during a portion of it. She noted that the dates for new faculty employment contracts for 2001-2002 will be changed to allow for them to be under contract during some of the opening activities. In addition, it is anticipated that commencement ceremonies will no longer be held on Sunday. Following is the schedule for the opening week:

Monday, August 14	New faculty orientation
Tuesday, August 15	President's welcome/breakfast with faculty and staff Dr. Adams' meeting and luncheon with new faculty
Wednesday, Aug. 16	8-10:00 Departmental meetings 10-11:30 College meeting 11:30 College luncheon 1:30 Dr. Adams meets with Administrative Council
Thursday, Aug. 17	Graduate assistantship orientation 12:00 Dr. Adams' lunch and meeting with department heads 3:00 President and Provost meet with all deans, department heads, and directors in the Regents Room
Friday, Aug. 18	10:00 Academic Affairs faculty convocation in Van Meter Gordon Davies will be the speaker, reception afterwards
Monday, Aug. 21	Classes begin

Dr. Adams has copies of the Post-Tenure Review policy for anyone interested.

The CEBS Independent Study Approval Form was distributed and discussed.

Dr. Adams reported on new faculty in the College as well as office changes. She indicated that Dr. Stayton will be moving into 207, and Dr. Houston will be moving into 206. Dr. Pankratz and Gaye Jolly will be moving into the faculty lounge, which is being renovated for office use.

Dr. Evans reported that Dr. Stayton has received a one-year MOA for \$505,000 from the Cabinet for Health Services. Drs. Stayton and Jones will co-direct this project.

Dr. Adams discussed the revision of the President's appointment letters to new faculty in which an additional paragraph has been included to address teaching load, rank, tenure, and other faculty responsibilities. Cathie will get a copy of this to department heads.

Dr. Adams has requested that she be provided with copies of faculty office hours beginning with the fall term. Dr. Metze suggested adding a location on the College web site for this information.

Dr. Poe indicated that she is serving on the committee to revise the Faculty Handbook. Discussion followed concerning syllabi format, particularly relative to accreditation. Dr. Metze pointed out that additional training sessions will be offered for putting syllabi on the web.

Dr. Evans reported that key requests for sub-master and master keys will now require the approval of the Dean's Office.

Dr. Evans spoke briefly on the issue of using an independent study number for several students at one time.

Dr. Poe remarked that all programs in teacher education will be going through the academic program review process this fall. The undergraduate forms are out, but graduate forms are not. She has requested that the October 1 deadline be moved to November 1.

Dr. Adams indicated that the issue of admissions to graduate programs is being studied in the College.

Relative to post-tenure review, Dr. Adams clarified that the annual faculty evaluation will be used for both post- and pre-tenure review.

Due to some complaints that the Educational Technology Center is not always available to students, Dr. Metze pointed out that the lab is not supported by the technology fee which students are required to pay. In addition, the lab is the only one on campus that is set up for faculty to reserve for their classes and for group activities as opposed to student walk-ins.

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

Cathie Bryant, Secretary

## **Explanation for Proposed Organizational Chart for Transitional Realignment in the College of Education and Behavioral Sciences**

The proposed Organizational Chart is transitional in nature and is intended to address primarily changes within the **School of Integrative Studies in Teacher Education (SISTE)**, but it also addresses other ongoing changes within the College structure. The title for SISTE has been modified to the more straightforward “**School of Teacher Education.**” The current one-school focus has been divided into three separate departments: **Elementary and Interdisciplinary Early Childhood Education; Middle Grades and Secondary Education; Communication Disorders, Literacy (currently Reading), Library Media, and Exceptional Child Education.** The number of faculty represented by these departments varies somewhat. Elementary and Interdisciplinary Early Childhood Education and Middle Grades and Secondary Education are comparable with eleven faculty in the first and thirteen in the second. Communication Disorders, Literacy, Library Media, and Exceptional Child Education will have eighteen faculty but not as many majors per program as the other two departments, as this is a more service-oriented department in many areas. As a part of the transitional nature of this realignment, it is anticipated that fine-tuning and more major changes may still occur. As an example, Interdisciplinary Early Childhood Education is expected to grow fairly rapidly and spin off either as a separate department or as an entity aligned with Family Studies in the Department of Consumer and Family Sciences.

The reason for **departmental divisions** was largely based on the desire for small curricular groups that might work more collaboratively and allow for more ease in the on-going decision making process. Departmental divisions were determined by commonality of course content, as with Middle Grades and Secondary Education, as well as by age-level connections as with Elementary Education and Interdisciplinary Early Childhood Education. The alignment of Communication Disorders, Literacy, Library Media Education, and Exceptional Child Education involved lengthy consideration and discussion and may still change before final implementation. The title change from “Reading” to “Literacy” reflects contemporary usage as well as departmental interest in issues of family and adult literacy. New growth in the area of Literacy is also anticipated and may, with time, lead to the separation of this area into a single department. The Realignment Advisory Committee has discussed the possibility of co-chairs for these three departments because each represents at least two primary areas of curricular emphasis. At present, the decision is to name a single Interim Head for each of the

three departments. **Dr. Stan Cooke**, formerly Coordinator for Communication Disorders, will serve as Interim Head for the newly constructed **Department of Communication Disorders, Literacy, Library Media Education, and Exceptional Child Education**. **Dr. James Stone**, from the Department of Educational Leadership, will serve as Interim Head of the **Department of Elementary Education and Interdisciplinary Early Childhood Education**. **Dr. Linda Houghton**, former Associate Commissioner of Education in Kentucky, will serve as **Interim Head for the Department of Middle Grades and Secondary Education**.

While the three new departments will operate equivalently with the other five existing departments in the College, following the same overall governance practices, they have also decided to maintain the sense of a “**School**” **within a College**, with an organizational structure relying on a **Council of Teacher Education**. This is basically an internal organizational mechanism and was designed in an effort to avoid a bulky administrative chain. The Chair of this Council of Teacher Education will be elected each spring for the following school year from among the three department heads within the School and will serve a one-year term. This Chair will serve as official representative for teacher education matters and will also coordinate and communicate among the three departments regarding overlapping courses, long-term program planning, shared resources, and faculty assignments. The group of three Department Heads forming the “Council of Teacher Education” will meet regularly to deal with these identified communication and coordination issues.

Reassigning the position currently identified as **Head of SISTE**, this position has been titled **Assistant Dean** for the College. This person will be responsible for undergraduate curriculum and accreditation issues and will serve as liaison between the College of Education and Behavioral Sciences and other colleges in the university with programs that prepare teachers. This person will also be responsible for the Office of Teacher Services, which includes a number of functions important to the College including teacher certification, student teaching, teacher admissions, advisement, and teacher interns. This Assistant Dean will also relieve the Associate Dean and Dean of some existing responsibilities in accreditation preparation, leaving each free for additional responsibilities such as grant-related support for faculty and programs and development activities for the College. These areas are increasingly necessary at the college level, and each should result in significant financial increases for the College. As a side note, it should be pointed out that before the more recent reorganization in the College, another associate/assistant dean position existed. In the interim, before a national search can be launched in the fall for an Assistant Dean, an **Assistant to the Dean for Curriculum Development** will be filled by an internal candidate, **Dr. Retta Poe** from the Department of Psychology.

An **Assistant to the Dean for Grant Development** will also be filled internally, by **Dr. Vicki Stayton** from Teacher Education, and is intended to “jump start” the new departments through grant development.

The **Outreach Coordinator** role was advertised by the College this year and has been filled by **Dr. Cynthia Houston**, formerly with the Kentucky Educational Television system. This position is intended to coordinate off-campus, distance, and technology-linked programming for the College, designing two-, three-, and four-year program offering cycles at the undergraduate and graduate levels. This person will report to the Dean and is intended to work with all department Heads, identifying innovative programmatic possibilities throughout the College for both on and off campus offerings through traditional and technology supported mechanisms. This is a significant role for ensuring that maximum use is made of instructional offerings and that our region and areas beyond are well served.

**INDEPENDENT STUDY APPROVAL FORM**  
**College of Education and Behavioral Sciences**

**Student's Name:** \_\_\_\_\_ **Social Security Number:**

\_\_\_\_\_

**Academic Major:** \_\_\_\_\_ **Undergraduate:** \_\_\_\_\_ **Graduate:**

\_\_\_\_\_ **Number of Hours Completed in Current Degree Program:** \_\_\_\_\_

**Course Requested for Independent Study (Prefix, Number, and Name):**

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\_\_\_\_\_

\_\_\_\_\_

**Credit Hours for Course Requested:** \_\_\_\_\_ **Time Frame for Course Completion:**

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**Reason(s) for Independent Study Request (attach additional pages if more space is needed):**

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**Description of Project Planned for completion of the Independent Study Requested (attach additional pages if more space is needed):**

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**Faculty Member to Supervise Independent Study:**

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**Student's Signature (signifying initiation of this request and project planned):**

\_\_\_\_\_ **Date:**

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**Faculty Member's Signature (signifying approval of this request and project planned):**

\_\_\_\_\_ **Date:**

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**Department Head's Signature (signifying approval of this request and project planned):**

\_\_\_\_\_ **Date:**

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**Dean's Signature (signifying approval of this request and project planned):**

\_\_\_\_\_ **Date:**

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White Copy: Dean  
Blue Copy: Department Head  
Pink Copy: Faculty Member  
Yellow Copy: Student

**ADMINISTRATIVE COUNCIL ATTENDEES  
2000-2001**

**Karen I. Adams, Dean**

**Sam Evans, Associate Dean**

**Retta Poe, Assistant to the Dean for Curriculum Development**

**Vicki Stayton, Assistant to the Dean for Grant Development**

**Cynthia Houston, Outreach Coordinator**

**Alice Mikovch, Director, Office of Teacher Services**

**Louella Fong, Interim Dept. Head, Consumer and Family Sciences**

**Steve Schnacke, Dept. Head, Educational Leadership**

**Thad Crews, Interim Dept. Head, Physical Education and Recreation**

**John O'Connor, Dept. Head, Psychology**

**Carl Filip, Dept. Head, Military Science**

**Jim Stone, Interim Dept. Head, Elementary and Interdisciplinary Early Childhood  
Education**

**Linda Houghton, Interim Dept. Head, Middle Grades and Secondary Education**

**Stan Cooke, Interim Dept. Head, Special Instructional Programs (Communication  
Disorders, Literacy, Library Media & Exceptional Child Education)**

**Leroy Metze, Director, Educational Technology**

**Liz Storey, Director, Green River Regional Educational Cooperative**

**Katrina Phelps, Representative, Faculty/Professional Staff Advisory Council**

**Cathie Bryant, Office Coordinator, CEBS**