

Minutes
Administrative Council – College of Education and Behavioral Sciences
Thursday, July 15, 2010 – 9:30 a.m.
Dean's Conference Room, TPH

Present: Evans, Poe, Norman, Powers, Kline, Schlinker, Haggbloom, Carter, Huggins (for Caldwell)

Building – There will be no air conditioning in the building on Friday. Events and classes will to be changed accordingly.

New Building – There are a few things not included in the plans, including cork strips outside of classrooms. It was also brought to everyone's attention that there needed to be name holders outside of faculty offices, if those were not included in the plans. Also, a building directory will be placed in the lobby. It will be glass enclosed and printed that way changes can be promptly.

Budget – There are possible cuts in budget based on recent article on the economic forecast.

Chapel – Reservations to use the new chapel on campus are now being scheduled. Forms were given to members.

SACS – There was a discussion on the accreditation and digital measures to help with process.

Extra Compensation for 12-Month Academic Administrators – Brief discussion.

New Faculty – The letter sent to new employees will now come from the Dean of that respective college. The letter will be approved by the provost before being sent. This will begin Fall 2010.

College Newsletter – The newsletter was reviewed by Stacey Biggs, Chief Marketing Officer, who gave recommendations to improve it.

Website – An updated University website will be coming soon and some websites within the college will have to be changed accordingly. Also, a reminder was given that some links may be dead on the departmental websites and need to be changed.

Strategic Goals – Challenging the Spirit strategic goals have been reduced to three instead of five. These will provide the foundation for our action plans.

Organizational Chart – A copy of the university organizational chart was given to members; they were asked to look it over in order to check for problems.

New Provost Meetings – A monthly meeting between Dean Evans and Dr. Emslie will occur. The intent is to keep focus on positive happenings/opportunities in the College but still identify challenges.

Current Searches – The Associate Dean position for the Glasgow campus has been put on hold, but James McCaslin is filling in. Commonwealth Schools is getting an Associate Dean position. The search is under way for the Associate Vice President for Enrollment Management; Dale Brown is currently the interim. Another search is underway for the Director of Institutional Research; Tuesdi Helbig is currently the interim.

Fact book – Members were to read and look for corrections.

Enrollment Reports – Department Heads are to review their area and address problems.

BRAC – There was a considerable discussion on benefits and the happenings at the meeting in Elizabethtown on Wednesday.

Other brief discussions:

- College-wide faculty/staff meeting set for August 25
 - o staffing, data and college readiness will be addressed
- Dr. Emslie wants a meeting with department heads. It will not be an Administrative Council meeting.
- Dr. Sutton from International Programs would also like to meet with the Administrative Council.
- An article about the quality of colleges of education was given to members to read.

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

Amber Young, Secretary