

Minutes
Administrative Council – College of Education and Behavioral Sciences
Thursday, July 18, 2013 – 9:00 a.m.
Dean's Conference Room, GRH

Present: Evans, Kline, Dietrich, Applin, Derryberry, Pope-Tarrence, Capps

Guests: E. Gott for Fred Carter

CAD: Dean Evans reported on the July 17, 2013 CAD meeting.

- The instrument used for evaluation of part-time faculty may be decided upon by the individual unit heads, based on need. The evaluation document needs to be shared with Dean Evans prior to completion of evaluations. Completed evaluations must be signed by the part-time faculty member, unit head, and the Dean before forwarding to Academic Affairs.
- MOA Cooperative Research was approved by CAD.
- The Global Studies designation was briefly discussed. More information will follow.
- The policy related to instructors and lecturers will be edited. Dean Evans requested feedback from unit heads.
- CEBS certificate programs were discussed. SACS requires that each certificate program be assessed. Dean Evans requested feedback from unit heads, by the last week of July, about how they plan to meet the SACS requirement.
- The advising declaration policy was discussed. After consulting with faculty, Unit Heads will send feedback concerning the policy to Doug McElroy and copy Dean Evans.
- Policy concerning the selection of Deans has been approved by CAD.

Work Hours: Part-time faculty and staff work hours was briefly discussed. More clarification will follow.

Sabbatical: This topic was briefly discussed.

QEP: This plan is now titled Evidence and Argument.

Organizational Structure: Effective July 26, 2013, a new version of the University's organizational will be available. Discussion.

Evaluations: Unit Heads were reminded to begin working on annual faculty evaluations.

Promotion and Tenure: This topic was briefly discussed.

Strategic Planning: Work on this task will begin in the fall semester.

Enrollment and Revenue: Dean Evans will be meeting with Dr. Carl Fox and Ann Mead to discuss options related to tuition assistance for graduate students enrolled in identified programs within CEBS.

Courses for Assessment and Evaluation: Dean Evans will be holding discussions with Dr. Sally Kuhlenschmidt concerning this topic.

CEBS Advisory Board: Scheduled to meet soon.

The Leader in Me: Dean Evans will be meeting with a Frankin Covey representative soon to discuss collaboration opportunities for CEBS.

Opening Day: The meeting is scheduled for August 21.

Student Research Council: Dean Evans asked unit heads to provide names of faculty interested in serving on the Student Research Council. Currently Dr. Jennifer Cribbs has expressed interest.

Matriculation was briefly discussed.

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

Tammy Spinks, Secretary