

MINUTES
ADMINISTRATIVE COUNCIL – COLLEGE OF EDUCATION AND BEHAVIORAL SCIENCES
Thursday, July 30, 1998 – 8:00 AM
Dean's Conference Room, Tate Page Hall

Members Present: Evans, Mikovch, Daniel (for Stayton), Fong, O'Connor, Oglesby, Schnacke.

Evans introduced Mikovch and indicated that she will be serving as Special Assistant, Office of the Dean.

Department heads were asked to block off two hours on Thursday mornings, although Evans hopes to keep his thoughts to one hour. Any material for informational purposes will be distributed to the Council members via e-mail. He intends to limit meetings to action items and Council members' issues only.

The College will be receiving capital instructional equipment funds which will eventually be permanently transferred.

The College will continue to have a faculty development fund the same as last year, and Mikovch will handle all travel. Each faculty member will be automatically eligible to receive \$250 one time per year if the department head signs off on it.

Sexual harassment training will be required for everyone in an administrative position, and we are strongly encouraged to make certain that all faculty attend. Council members agreed to require all faculty to attend their department's training or a college-wide make-up session. Names will be submitted up the hill. Also, agreement was reached to ask Dr. Burch to write a letter to faculty first. Evans will set up the college-wide session after the departments have scheduled their meetings. In addition, a stipend will be paid to the individual who provides the training, whether they are within our outside the college or University. If possible, part-time instructors should be involved as much as possible.

The way in which graduate assistantship funds come to the college may be changed. This year will remain the same, but funds probably will be moved to the college for 1999-2000.

Discussion was held on the involvement of 12-month administrators in funded projects. Council members expressed their opposition to the draft policy. Evans asked department heads to submit their specific thoughts on the document.

It was agreed that faculty members should be given the opportunity to review the intellectual property policy draft. Evans indicated that he would request that this issue be postponed until mid-September so that there is adequate time to get input from faculty. Sally Kuhlenschmidt and Jim Sanders are the College representatives on the committee.

There will be a greater push for faculty to be involved in grant activities. Department heads should submit ideas to Evans. Although there is no time line, the issue should be thought out by mid-fall semester.

The issue of guidelines for carry-over funds was discussed. Evans will share information with the Council members as soon as it is received.

Cathie will distribute copies of the Academic Affairs WEB document to department heads.

Brief discussion was held on the Programs of Distinction. The Council expressed their appreciation for the efforts of Stayton and the others involved in the College's proposal.

The Board of Regents will receive the strategic plan document on Friday. The College will be asked to develop an action plan for each unit. When the Board has responded to the document, a deadline for completion will be established, possibly around the end of October. Evans will try to obtain a copy of the document.

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Summer and fall enrollments were discussed. Evans will work with Luther Hughes on getting the final counts for summer. We may have to look at creative ways to get the enrollments back up. Once the semester starts, this issue will be addressed further. Also, Evans will work with Storey regarding school system schedules.

Evans indicated he will keep the August 19 College meeting as short as possible. Information will need to be shared with faculty on the search committee for the dean, and new faculty will be introduced. The Administrative Council members are again asked to continue to provide desserts for the luncheon after the meeting.

Evans is scheduled to meet with Admissions personnel on August 11 to discuss the College. He would like department heads to join him, as they are much more familiar with their programs than he is.

Department heads were asked to encourage faculty to submit items to be included in Happenings.

After brief discussion, it was agreed that Rich Patterson's class will do the Christmas party on December 3.

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

Cathie Bryant, Secretary