

Minutes
Administrative Council - College of Education and Behavioral Sciences
Thursday, August 5, 2004 – 9:30 a.m.
Dean's Conference Room, Tate Page Hall

Members present: Evans, Keaster, Baker, Daniel, Ecton (for Fiene), Haggbloom, Hughey, Powers.

The announcement was made that Dr. Powers has been appointed Head of the Department of Special Instructional Programs.

Dr. Haggbloom will represent the College on the work group to generate ideas and a policy relative to promotion stipends.

Staffing hearings will begin on August 24. Dr. Evans will meet with each department head before his staffing plan goes forward. He expects to complete the plan after SACS.

Topnet will be down August 12-17 to attempt to alleviate problems that have been occurring when students are dropped from classes for non-payment.

The budget situation looks good so far. Dr. Evans will check on Academic Quality I monies being moved permanently into departmental budgets.

The deans will meet on August 10, and Dr. Evans needs a "wish list" for that meeting for the Development Office. Several suggestions were made. Other ideas should be emailed to Dr. Evans before noon on Monday.

A committee will be formed to work on the implementation of J Term. Dr. Haggbloom volunteered to serve on that committee.

Dr. Evans indicated that the College did well with Unit Productivity, but the process will need to be redesigned.

An implementation committee will be formed for QEP.

Spring 2005 Commencement will be held at night to avoid conflicts with the Derby and Mother's Day.

All freshmen who attend the Freshman Assembly on August 29 will receive a pin. It is hoped that this activity will help to connect the freshmen at the beginning of their stay at Western. Faculty are strongly encouraged to attend.

Dr. Evans asked that we, as a College, be thinking about Academic Quality II monies. He added that money is available for Student Service Centers within individual colleges to help students be successful. Meetings on this issue will be held in the future.

We have been informed that over 500 faculty ordered their textbooks late; therefore, those books may not be here when school starts.

Honors and international programs will be a focus of the University.

All faculty are expected to attend the opening convocation on August 17.

Information was attached to the agenda regarding priority activities for IT and the University Libraries Community Outreach project.

Ron Clark will be the Hensley speaker on October 4 at 7:00 in Van Meter. This presentation will have implications for those in education as well as School and Ed Psychology. Ms. Bryant will check on public school personnel receiving PD credit for attendance.

Materials on the Faculty Scholarship Council were distributed. Individuals are needed to serve on that Council who have backgrounds in scholarship.

Information was distributed regarding searches in the library on E-Journal and on the September 2 GRREC meeting. Silverstrong and Associates will be coming to campus to discuss a possible partnership with the University.

Topics for discussion at the deans retreat were distributed. Anything department heads wish to share regarding student engagement should be forwarded to Dr. Evans.

Dr. Evans indicated that he would appreciate feedback on the Unit Productivity process. Concern was also expressed regarding vacation or sick leave for new department heads.

The schedule of events for the opening week activities was discussed. Each department is asked to identify someone for the QEP Program. The College meeting will begin at 10:30 on the 18th, with the luncheon to follow in a tent on the South Lawn. At 2:00, a presentation will be held on the *New York Times*. It has been determined that they will begin by placing 350 complimentary copies in the building when school starts. That number can be adjusted as needed.

Dr. Metze has asked for pictures of the new faculty, along with a brief bio on each. Dr. Evans also asked department heads to share information with him on little known facts about their respective faculty.

Dr. Evans spoke briefly on the requirements for faculty release time for scholarly activities, as noted in the Faculty Handbook. Faculty are also required to submit a report each year on their activities. He would like those annual reports to be included in the faculty annual review process.

Department heads were asked to give serious thought to promotion and tenure documents, particularly relative to the types and amount of materials submitted to Academic Affairs.

Dr. Evans stressed the importance of consistency between evaluations and performance.

The Administrative Council will NOT meet on August 12 or on August 19, unless something comes up.

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

Cathie Bryant, Secretary