

Minutes
Administrative Council – College of Education and Behavioral Sciences
Thursday, August 8, 2013 – 9:30 a.m.
Dean's Conference Room, GRH

Present: Evans, Kline, Dietrich, Derryberry, Pope-Tarrence, Capps, Carter, Kirchner, Poe, Walker

Retention: Dean Evans met with Dr. Joelle Carter concerning mentoring and retention efforts.

Strategic Planning: Dean Evans asked the Council to begin thinking about their unit's strengths, weakness, opportunities, and threats. More work on this task will follow.

Fall Semester: Unit heads were asked to focus on the following as they prepare faculty for the fall semester.

- Course syllabi needs to be detailed and accurate. All syllabi for fall 2013 courses must be posted by August 12.
- Faculty teaching graduate courses must hold current graduate faculty status with GSR.
- Beginning fall 2013, all faculty performance evaluations need to be completed on the new CEBS appraisal form. In the submitted materials, Dean Evans will be looking for faculty responses to the leadership question answered on last year's evaluation.
- All faculty need to have a current vita uploaded to Digital Measures. Instructions can be found in an e-mail from Dr. Pope-Tarrence.
- Faculty qualifications must meet SACS requirements. Unit heads are working with Dr. Pope-Tarrence and Dean Evans to fulfill this requirement.

Staffing Plan: Phase I of the staffing plan was discussed.

Scholarship: A new tuition scholarship program will be offered this fall semester to students enrolled in identified CEBS degree programs. Tuition for qualified applicants will be \$395 per credit hour. Dr. Evans stressed that our focus as a college will remain on the delivery of high quality instruction. Discussion.

Grants: The Council reviewed CEBS grant proposals and awards for the college. Last fiscal year, CEBS was awarded more than 3 million dollars in external grant funds. Discussion.

Class Meeting Times: Dr. Evans will conduct individual meetings with unit heads to discuss required class meeting minutes for various courses within their respective departments.

Opening Day: CEBS opening day events were discussed. More information will follow.

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

Tammy Spinks, Secretary