

Minutes
Administrative Council – College of Education and Behavioral Sciences
Thursday, August 12, 2010 – 9:30 a.m.
Dean's Conference Room, TPH

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

Introductions were made.

Opening Dates – Everyone is encouraged to attend Enhancing the Spirit on August 20.

Faculty Performance – We need to ensure that we have documentation on faculty performance, particularly in scholarly activity. Further discussion followed.

SITE Evaluations – Brief discussion

Faculty Senate – Kelly Madole is University Senate Chair this year. Any concerns should be directed to her.

Council of Academic Deans – The Provost is now approving CAD minutes.

Carry Forward Policy – CEBS is the exception because of the new building and the new doctoral program. Carry forward funds will be dispersed in thirds.

PDA Accounts – These accounts need to be spent down or funds will be lost.

DELO – Discussion on DELO funds. Department heads were asked to provide Dr. Evans with the names of faculty who have contributed to DELO.

Staffing – Brief comments. Dr. Evans asked Council members to think about how we can “grow our own.”

Enrollment – Enrollment is steady--up in undergraduate and down in graduate. Dr. Evans commented on the importance of quality rather than quantity. Department heads were asked to review enrollment trends in the Fact Book, as we will be asked to make a case for the 25%.

Doctoral Program – Tony Norman has been named Interim Director of the Doctoral Program. He also will continue in his role as Associate Dean.

MAT Redesign – Once the MAT is in place, we will be thinking about increasing personnel. The redesign also could affect this.

Scanning – Brief discussion on scanning. Departments needing someone to scan should check with the Dean's Office.

New Building – Brief comments on furniture. Anything currently in TPH will remain here, as personnel will be moving in the building once we are out.

Document Management System – Dr. Norman made brief comments and pointed out that the system will be accessible from on campus only.

Proposal for Graduate Teaching Assistants – This issue will need to be addressed. Department heads should provide Dr. Evans with feedback on how this could impact their departments. This subject will be discussed again next week.

Academic Program Review Committee – Dr. Nims will be serving on this committee.

Tour of New Building – The Board of Regents will be touring the new building on October 22.

Faculty Scholarship Council – A replacement is needed for Steve Miller, whose term as an alternate has ended.

Policy on Use of Lapse Funds – Distributed and discussed

Committee Membership – A list is needed of all the university-wide committees and CEBS faculty serving on them.

Digital Measures – Issues were discussed, particularly relative to missing/incorrect information.

CEBS Opening Fall Meeting – The opening meeting will be on Wednesday, August 25, at 10:30.

SB1 – Brief discussion on students being adequately prepared for college relative to SB1

Our Iceberg is Melting – A copy of this book will be distributed to all CEBS faculty and staff. Dr. Evans commented on its relevance to assessment plans, mission, vision, etc. Faculty should be cognizant of the fact that we need to move to real data as far as our impact on students and what they should know and be able to do. Another book, *A Sense of Urgency*, by the same author is recommended reading.

Meeting with Provost – Dr. Evans will meet with the Provost on August 18 and wants bulleted information on positive things and opportunities in departments.

Open Houses – Individuals should participate in these activities, particularly those who are familiar with the programs and can interact well with prospective students/parents. The Jefferson County Open House is very important. Dr. Evans stressed professionalism.

Websites – Make certain that links in websites are working. Department heads were encouraged to review their departmental page for accurate and easily accessible information. Dr. Poe is working on this issue.

Chief Marketing Officer – Stacey Biggs has been named to this position.

As there was no further business, the meeting was adjourned. At the conclusion of the meeting, Council members met with one of the CEC Executive Director candidates.