

Minutes
Administrative Council - College of Education and Behavioral Sciences
Thursday, August 21, 2003 – 9:30 p.m.
Dean's Conference Room, Tate Page Hall

Members present: Evans, Keaster, Poe, Baker, Daniel, Ecton, Haggbloom, Hughey, Metze, Powers.

Information was distributed relative to the 10th Annual Conference of the Kentucky Long-Term Policy Research Center.

Department heads were asked to poll faculty for their preference on home addresses and telephone numbers being listed in the directory. Feedback should be forwarded to Ms. Bryant.

In an attempt to alleviate problems with early SITE packets, department heads need to ensure that correct information has been submitted as to what courses are to be evaluated.

The budget situation was discussed. Dr. Evans indicated that there probably will be no lapse salary funds coming back to the colleges next spring. This will have a direct impact on budgets, Carryover monies should be coming in November. Department heads were asked to be mindful that, in light of the budget situation, there may be problems with part-time salaries for the spring 2004 semester. Dr. Evans urged them to keep part-time staffing at a minimum. Also relative to staffing, Dr. Evans will begin working with department heads, particularly on department head searches.

Dr. Evans noted that Ms. Hartz is working on moving indirect funds to departmental budgets. T/TAS will lose about \$4 million, impacting the College by approximately \$60,000 in indirect funds.

Dr. Metze expressed concern regarding printing in the Center. Classes are brought to the Center, and students are asked to print out lengthy syllabi. Dr. Evans will meet with Dr. Metze to consider other options, and the topic will be discussed again at a future Council meeting.

Department heads were asked to submit information concerning performance indicators for progress reports to Ms. Bryant by September 8 (electronically).

Department heads were asked to nominate a faculty member to serve on the Faculty Scholarship Council, replacing Joe Bilotta. Names should be submitted to Ms. Bryant before next week's meeting so that a representative can be identified at the meeting. Dr. Evans added that it would be helpful if individuals are well versed in scholarship.

Brief discussion was held on departmental Honors Program liaisons. Department heads should inform Dr. Evans if they have courses that apply to the program.

Dr. Poe indicated that copies of the University calendar will be distributed to department heads, and it will be discussed at next week's meeting.

Department heads should submit the names of faculty who left WKU for higher paying positions with which we could not compete. Names should be submitted to Ms. Bryant before 4:00 today.

Department heads were reminded to submit the names of departmental representatives for United Way to Maribeth McBride.

Dr. Evans discussed the opportunity to sponsor a table for the Hall of Fame inductions. He needs department heads' thoughts on this prior to September 5. Also, if anyone is interested or departments have an individual they would like to invite, that information is needed as well.

Dr. Haggbloom is coordinating efforts with the Department Heads Council relative to promotion and tenure. Dr. Evans indicated that the official approved departmental guidelines are the documents on file in the Dean's Office. Department heads should check to see what is on file. Dr. Keaster will be responsible for oversight of that entire process. He asked department heads to send to him the guidelines that they are currently using. Additional discussion followed.

Dr. Haggbloom inquired about the status of the CEBS template for brochures. Ms. Bryant was asked to check on that.

A copy of the Annual Faculty Evaluation Summary was distributed and discussed. Dr. Keaster will meet with department heads on that issue. Further discussion followed. LTC Baker offered to share information from his department.

Department heads were asked to review the Dean's Office Assessment Data, as it will be discussed at next week's meeting. In addition, the draft policy for alternative academic delivery systems will be discussed, and Dr. Houston will be invited for that discussion.

The deadline for SACS Assessment Plans has been moved to September 8. Dr. Poe will be emailing department heads involved in the NCATE accreditation process.

Department heads were encouraged to document errors in the new Undergraduate Catalog as they find them to ensure that all necessary changes will be included in the next revision. Dr. Poe added that a date is not yet known for release of the Graduate Catalogs.

Dr. Keaster will be working with Dr. Tony Norman on NCATE accreditation. He asked that information from department heads be submitted both on hard copy and electronically.

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

Cathie Bryant, Secretary