

Minutes
Administrative Council - College of Education and Behavioral Sciences
Thursday, August 23, 2001 – 9:30 a.m.
Dean's Conference Room, Tate Page Hall

Members present: Adams, Evans, Cooke, Crews, Ecton, Filip, Fong, Haggbloom, Houston, Metze, Moore, Nims, Poe, Stayton. Dr. James Flynn was a guest.

A survey of department heads was distributed and discussed relative to finalizing a recommendation on how to look at salaries/stipends based on the size of departments, the size of the graduate and undergraduate programs and whether the department has both levels, the number of faculty, external grants, etc. Dr. Adams pointed out that the differentiation of stipends needs to be examined. She will keep the Council updated as to decisions made by the group that is working on this issue.

A survey from Dr. Kirchmeyer on implementation priorities and timelines was distributed and discussed. He has indicated his willingness to meet with any groups on this topic. If anyone is interested in a meeting, let Cathie know, and she will set it up.

Information was distributed from the committee reviewing summer school faculty teaching and administrative stipend guidelines. Discussion was held, and Dr. Adams said she would forward to this group any further information received from Dr. Jefferson.

Dr. Adams stressed that faculty plans for retirement need to be in writing in order to give priority for teaching in summer school. Also, web courses are considered separately relative to stipends. There was agreement among the Council members that some type of policy is needed on this issue, and Dr. Adams suggested that Drs. Cooke, Fong, Crews, and Haggbloom work together on a policy. We also need to follow up with Dr. Burch.

The enrollment matrix report was distributed, indicating that enrollment is up.

The tuition and fees policy recommendation from the Board of Regents was distributed and discussed. This has been referred to Luther Hughes.

Brief discussion was held on the allocation of summer school profits.

The CPE Action Agenda was discussed at length with Dr. Flynn. It was noted that 40% of the funds are designated for teacher quality and enhancement. Department heads should be thinking about this issue and should use the CPE document for reference as they develop proposals. All proposals will go into one pot, with a University committee coordinating and reviewing the distribution of the funds. Dr. Adams indicated that \$55,000 of the funds will be distributed to colleges to allocate as they see fit, with the remaining funds for faculty development. See No. 2 for those items that the CPE views as faculty development. Dr. Flynn stressed that proposals need to address outcomes, and mid-year reports and end-of-year reports will be required by the CPE. He added that review of proposals will be on a rolling basis until the funds are depleted, adding that the funds are for this year only, so proposals need to be submitted ASAP. Dr. Adams said that the Dean's Office will provide a quick turnaround time from our end. Also, certain proposals involving special areas will be referred to those particular areas for their reaction on how it fits in with their plans. Dr. Adams pointed out that Action Agenda proposals will not need to address all five points, but they will need to address all seven of the format guidelines.

The August UCC meeting has been cancelled, and the Faculty Senate meeting is cancelled as well. Dr. Burch has been notified regarding our concern for the proposals that were included in the packet for those meetings. Dr. Poe further commented that College committees need to elect individuals who will be assertive in their representation of our proposals. They also need to remember that these individuals represent the College, not themselves or their individual program areas.

Comments were made concerning printing costs when students print material from on line.

A reminder was made that the SITE evaluation process will be starting. Dr. Cooke will contact Dr. Sloan concerning the system used by Allan Heaps for web-based courses.

Dr. Metze pointed out that instruction is being given on use of the technology classroom. It would be helpful if faculty would take advantage of this training. Also, the syllabus generator is in operation, and faculty need to make the link for the URL on their web page. It was noted that students should print course syllabi at labs in the colleges that offer the particular course.

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

Cathie Bryant, Secretary