

Minutes
Administrative Council - College of Education and Behavioral Sciences
Thursday, August 31, 2000 – 9:00 a.m.
Dean's Conference Room, Tate Page Hall

Members present: Adams, Evans, Cooke, Crews, Filip, Fong, Houghton, Houston, Metze, Mikovch, O'Connor, Poe, Schnacke, Stayton, Stone. Ms. Deborah Wilkins was a guest.

The announcement was made that Karl Miller has accepted the position as our college's Development Officer. Dr. Adams expressed her pleasure in his selection. He will be meeting with the Administrative Council on Monday, September 25, at 1:00.

A meeting of the Academic Council is scheduled for September 8 at 2:30. Dr. Crews will represent the Dean at that meeting.

Dr. Schnacke announced that he will be moving to optional retirement at the end of this academic year. Dr. O'Connor also announced that he will be retiring at the same time. Dr. Houghton expressed her appreciation for the help and encouragement they have given her as a new department head.

Dr. Evans discussed the potential conflict with meeting times of the University and college curriculum committees. The University Curriculum Committee will be moved to the fourth Thursday of the month, which may pose a problem with Graduate Council and Teacher Education Committee. Dr. Adams thanked Drs. Evans and Poe for their work on this issue. Dr. Poe added that there are still a number of procedural matters to be worked out. Drs. Evans and Poe will represent the college on the University Curriculum Committee.

Graduate admissions was discussed. Dr. Evans encouraged department heads to meet with their faculty to develop something for the Graduate Programs Committee so that a College policy can be put in place. Dr. Crews was asked to share what his department does with admission forms.

Ms. Wilkins was introduced. She distributed the sexual harassment policy and briefly discussed it. It was suggested that the policy be included in the UC101 workbooks and that meetings be scheduled with graduate assistants and department head groups to refresh everyone. Ms. Wilkins said the policy was adopted August 1998. She added that the system that is in place is working, and individuals involved were chosen because of their position and not their gender. Four of the six ombudsmen are women. Dr. O'Connor encouraged department heads to meet with faculty to remind them of the University's policy. Ms. Wilkins stated that Dr. Burch has agreed to fund an in-house video for training purposes.

Regarding the situation at the University of Arkansas, if individuals hear of students who are making threatening comments, Howard Bailey should be informed immediately. Dr. Schnacke commented that the University needs a systematic plan to deal with crises and violence. Ms. Wilkins will take that concern to Dr. Tyson. Dr. Houghton added that there is such a case here now.

The issue of post-tenure review was discussed. Dr. Adams encouraged department heads to review departmental policies. Also, the Dean's Office needs a copy of those. She added that the thoroughness of the evaluations used in this college have helped with the post-tenure review process. In addition, department heads will have the same type of materials for themselves as they require of faculty. Dr. Adams will follow up on whether the document she has is policy or still in draft form.

Dr. Stayton expressed her desire to attend faculty meetings to discuss her role this year and faculty involvement. She also shared information regarding the system called Smarts Genius. Bonnie Smith, from

Sponsored Programs, would like to attend departmental meetings to do training on this system. She will be calling department heads on that.

The August 29 Federal Register contains an announcement of grants through special education. Dr. Stayton will be contacting department heads and some faculty who might be interested in this.

Dr. Adams indicated that she would follow up on whether we have enough money to get started on the gerontology position. Also, she should be hearing from Dr. Burch regarding graduate cohorts so that a press release can be done.

Dr. Houston is currently working on summarizing the 2+2 agreements. Further discussion followed regarding extended campus sites.

Dr. Metze reminded department heads that faculty who need their syllabi on the web can come to the lab and work with the lab assistants on doing that. Faculty will need to know where on the web they want to put their material. They need to know the directory, user name, and where it will go. Dr. Adams emphasized how far ahead the college is in this area, not only at Western but also with other institutions. She commended faculty on their efforts and on how easily accessible web sites and syllabi are. Dr. Metze pointed out that it would be helpful for faculty to choose a link for their syllabi which would not change each semester.

Dr. Fong commented that AC does not have labs that are open to students, only departmental labs. Someone in Page Hall is referring individuals to AC, and that is incorrect.

Dr. O'Connor asked about putting courses for programs on the web. Dr. Metze responded that there is a committee working on a proposal to be given to the Provost dealing with that issue.

Dr. Cooke commented on the amount of time and effort involved in putting courses on the web. Discussion followed on how to list these types of activities for promotion and tenure. Dr. Poe added that this issue will need to go before the University Senate. The Faculty Handbook should be flexible enough to allow academic freedom. Dr. Adams asked department heads to review the Handbook as to whether it is acceptable to them at this point.

Dr. Schnacke commented on budgets, particularly the lateness of reports. Dr. Evans added that everyone should be looking very closely at their budgets for items that were purchased last year and show up in the current year.

Dr. Adams indicated that concerns regarding the proposed travel policy were forwarded to Dr. Burch.

Cathie will remind everyone about the meeting with Karl Miller on September 25 at 1:00.

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

Cathie Bryant, Secretary