

**MINUTES**  
**ADMINISTRATIVE COUNCIL – COLLEGE OF EDUCATION AND BEHAVIORAL SCIENCES**  
**Thursday, September 2, 1999 – 8:00 AM**  
**Dean's Conference Room, Tate Page Hall**

Members Present: Adams, Filip, Fong, Metze, Mikovch, O'Connor, Oglesby, Schnacke, Stayton

Dr. Adams reported that enrollment has passed 15,000. It is expected to stay above that figure.

Department heads were reminded that they are not to participate in the departmental vote to nominate two individuals to serve on the College's post-tenure review committee.

Dr. Adams briefly mentioned information contained in the U.S. News and World Report Website.

The College's staffing plan has been submitted. Dr. Adams meets with Dr. Burch and Mike Dale on Friday.

Allocations for library acquisitions should be distributed soon to departments.

Department heads were encouraged to use creativity in scheduling classes for summer 2000. Further discussion was held on staffing for summer school. Council members agreed that staffing some faculty full time for the summer would not work in this College.

September 15 is the deadline to nominate individuals for the honorary doctorate.

Department heads were reminded to be thinking about information to include in a "Fact Sheet" for the College. Also, the department/College Websites need to be updated. Dr. Adams indicated that the staff members in the Dean's Office will be doing individual welcome pages to be linked to the Dean's welcome. Drafts of the welcome by the Dean and Sue were distributed and discussed. Department heads were encouraged to include a welcome on their home pages. Accessibility of Web sides was stressed.

Dr. Metze pointed out that a vita can be generated for each faculty member through data on the MIS system. Help in developing Web sites can be obtained from him, the Center for Teaching and Learning, and Academic Technology. Dr. Adams added that all faculty vita and syllabi need to be available on the Web, particularly relative to the next NCATE visit.

Dr. Adams indicated that she would follow up on problems encountered in Elizabethtown relative to the Bookstore.

Dr. Adams reported that some complaints regarding advisement have been received from students in Owensboro.

The possibility of putting the 2+2 information on the Web is being explored. Dr. Adams said she would like to see each department Website include a progression of Course offerings for various programs. Dr. Metze indicated that it would be easier if department Web sides are on our College's Web server.

Dr. Adams reminded department heads that when designing Websites, the page needs to be readable when printed out. Also, Dr. Metze mentioned that material on a Web page needs to be easy to access when being viewed through the use of a modem.

Dr. Adams expressed the importance of Web pages, particularly relative to recruitment. She would like to see the College take the lead in this area.

Discussion was held on distance learning classes. Dr. Metze has been asked to demonstrate to the Council how he does his Web course.

Beginning with the Spring 2000 semester, Administrative Council meetings will be held on Thursday at 9:30.

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

Cathie Bryant, Secretary