

Minutes
Administrative Council - College of Education and Behavioral Sciences
Thursday, September 4, 2003 – 9:30 a.m.
Dean's Conference Room, Tate Page Hall

Members present: Evans, Keaster, Poe, Baker, Daniel, Ecton, Haggbloom, Houston, Hughey, Powers. Sharon Hartz, Susan Krisher, and Tom Meacham were guests.

Mr. Meacham presented the template for CEBS brochures. Considerable discussion followed, and he was asked to bring some other options back to next week's meeting. Department heads were asked to provide the number of brochures they will need so that a cost estimate can be determined.

Ms. Hartz reported that reconfiguration of the Tate Page parking lot is tentatively scheduled to begin around October 1. Approximately 25% of the lot will be closed at a time. The Police Department has hired additional staff, and they will be ticketing heavily and doing some towing. It was also announced that, for now, tickets will not be written for night classes. After the lot is finished, discussion will be held on accommodating students who need to purchase permits. Concerns should be expressed to Ms. Hartz so that they can be shared at a meeting to be scheduled in the near future.

If anyone plans to use Diddle Arena this year, they are asked to notify Dr. Evans, as the University is looking at charges for use of the facility.

Katrina Phelps was nominated to serve as a CEBS representative to the University QEP Steering Committee. Department heads were asked to nominate an additional person, and those names will be forwarded to Dr. Burch. When the composition of the Committee has been determined, Dr. Poe will notify department heads.

Dr. Evans asked department heads to provide him with the names of potential invitees to attend the luncheon for the induction of individuals into the Hall of Distinguished Alumni.

Anyone interested in attending the October 11 President's reception and football game should let Dr. Evans know by Wednesday of next week.

If no additional names are received, Dr. Evans will submit Michelle Kahler and Melissa Hakman as nominees for the Student Publications Committee.

Col. Baker reported that a Veteran's Day ceremony will be held at the Bell Tower on November 11 followed by an open house at Diddle Arena. He also plans to connect veterans with ROTC cadets.

The promotion and tenure deadlines are listed on page 32 of the Faculty Handbook. Dr. Evans will work with any department heads who need some flexibility with those dates. Ms. Bryant will check on the dates for evaluation materials. Dr. Keaster said he would be meeting with department heads on tenure and promotion guidelines.

Dr. Evans will be meeting with the Provost next Friday to discuss the staffing plan. The three department head positions will be top priority.

If department heads have any equipment needs, those should be communicated to Dr. Evans.

Information was distributed concerning the Child Development Center. Input is needed from each area. Dr. Evans plans to put a group together from the College to provide input and then meet with individuals from the health college.

Dr. Evans mentioned that the Daveco Corporation, a personal care assistance center, is looking at assessing the educational level of its clients and providing services for them. Dr. Evans may be traveling to Owensboro to discuss this possibility.

Dr. Poe discussed independent studies. She reminded everyone that some courses starting later in the semester could be listed as 2nd bi-term so that students won't need to add the class through a Schedule Exception Appeal form.

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

Cathie Bryant, Secretary