

Minutes  
Administrative Council - College of Education and Behavioral Sciences  
Thursday, September 5, 2002 – 9:30 a.m.  
Dean's Conference Room, Tate Page Hall

Members present: Adams, Evans, Cooke, Crews, Ecton, Filip, Fong, Haggbloom, Houston, Metze, Mikovch, Moore, Nims, Poe, Powers. Dean Kahler, Director of Admissions, was a guest.

Introductions were made, and Dr. Kahler proceeded by discussing his philosophy and strategies. He plans to promote an aggressive recruitment style as well as a strong "brand" or image. His first approach will be to develop an awareness of Western throughout the state. He also plans to work with a wider pool of prospective students by working more with high school underclassmen and even junior high students.

Dr. Kahler indicated that his plans include enhancing publications and ensuring that they all have a common thread. He spoke further about recruiters and their responsibilities and added that he uses a data-driven decision-making approach. Everyone was invited to take a campus tour and to greet tours when they are encountered on campus. Also, plans are underway to implement a self-guided tour and to have an on-line articulation transfer guide.

Dr. Kahler expressed his hope to begin a liaison-type program with departments. He would like to have information on departmental programs, brag points, and business cards or email addresses from those department heads interested in being involved. As far as recruiting for non-traditional students, Dr. Kahler personally handles that, so prospective non-traditional student names should be forwarded to him. He hopes in the future to put into place an official program for recruiting these students and would like to meet individually with departments about that and other issues.

The process for faculty salary adjustments was discussed. The increments are \$2400, \$1200, \$600, and \$300. Information was distributed relative to the transition team for the new health college. Information has not yet been received on staff adjustments.

The syllabus generator is now working. It can be found under the Educational Technology Center on the College's website. Dr. Evans added that syllabi applicable for accreditation need to be in a format acceptable for NCATE.

Dr. Adams announced that she has accepted a position at Central Michigan University and will be leaving at the end of this semester.

Ms. Hartz discussed plans for parking on weekends when Western has home football games as well as on September 28 for the 10K.

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

Cathie Bryant, Secretary