

Minutes
Administrative Council – College of Education and Behavioral Sciences
Thursday, September 13, 2012 – 9:30 a.m.
Dean's Conference Room, GRH

Present: Evans, Applin, Carter, Dietrich, Haggbloom, Kirchner, Kline, Norman, Poe, Pope-Tarrence. Sharon Hartz attended a portion of the meeting.

Building Issues – Ms. Hartz reported briefly on the building.

Diversity Enhancement Committee – Names are needed by next Tuesday. Two were suggested.

Staffing – A brief explanation on staffing was given.

KTRS – It was noted that retirement stays the same if a sabbatical is for only one semester.

I-9 Compliance – I-9 forms must be completed before a faculty member can begin working.

Basketball Game Recognition – Submit names to Dr. Evans ASAP. Several suggestions were made relative to groups to be recognized.

Internationalization – Brief discussion was held on internationalization as part of the annual faculty review process.

Syllabus Policy – Changes will be made in the policy, particularly relative to learning outcomes. Unit heads were asked to review the policy. A complete syllabus with outcomes must be on the website a week prior to the start of classes. Other suggestions were made on changes. Considerable discussion was held on concerns with this policy.

Enrollment – Information was distributed, and comments were made.

Budgets – Information was shared.

SKyTeach – Brief comments were made relative to SKyTeach and 2+2 programs.

China – The president has met with individuals at a university in China and began discussions on a joint program to prepare teachers of Chinese at the master's level. More meetings will be taking place. Further comments were made regarding accreditation. The avenue will be the MAT program, and a visit to China will occur in the near future.

Glasgow – Brief discussion and comments were made. Allen County also wants to do some things in education.

EBSS Program – Discussion was held on the leadership component. Unit heads should continue to be thinking about this issue.

Development – The College may be receiving some endowments. Considerable discussion followed, particularly on the possibility of scholarships.

rCAP – Dr. Evans needs these ASAP. Review these very closely.

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GA Stipends – Brief comments were made on stipends for GAs

FUSE – Brief comments were made.

Curriculum Proposals – Concern was voiced relative to some proposals being lost in the system. Dr. Poe said she would check on the proposals from the College.

Marketing – The Development brochure was discussed, and Council members agreed that it needed to be revised. Revisions should be submitted to Dr. Evans ASAP, as he will be submitting the information the first of next week. Also, pictures of students are needed.

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

Cathie Bryant, Secretary