

**Minutes**  
**Administrative Council – College of Education and Behavioral Sciences**  
**Friday, September 15, 2011 – 9:30 a.m.**  
**Dean's Conference Room, GRH**

Present: Evans, Applin, Caldwell, Dietrich (for Powers), Gott (for Carter), Haggbloom, Kline, Metze (via video), Norman, Poe, Pope, Schlinker

**Associate Dean Search** – Names are still needed for the search committee. Dr. Evans added that we no longer have to submit paper ads. Additionally, the University has hired an attorney who works only with visas, etc.

**Sustainability** – We need to identify faculty who are engaged in either the education or the research aspect of sustainability.

**HVAC** – Several issues have been corrected, although others still exist. Discussion was held on having offices heated/cooled if faculty have evening or weekend classes. A list of those faculty is needed. Impromptu meetings will continue to be an issue, but Dr. Norman offered his conference room for those times when it is available.

**Brochures** – New brochures are needed for several departments/programs. These are extremely helpful for recruitment events.

**CEBS Advisory Board** – Discussion was held on Friday's Advisory Board meeting. They will meet again in the spring.

**Student Ambassadors** – It was noted that we hope to have the ambassadors in place for Homecoming.

**Homecoming** – The open house will be 10am to noon. Information will be sent out in the near future.

**Strategic Planning** – Comments were made relative to feedback from CAD, which will drive our work.

**Budgets** – Continue to be thinking about this.

**Positions** – Dr. Evans indicated that we may get two lines fairly soon. He remarked further on the grant writer position.

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

Cathie Bryant, Secretary