

Minutes
Administrative Council - College of Education and Behavioral Sciences
Thursday, September 18, 2003 – 9:45 a.m.
Dean's Conference Room, Tate Page Hall

Members present: Evans, Keaster, Poe, Baker, Daniel, Ecton, Haggbloom, Hughey, Powers. Tom Meacham, was a guest.

Mr. Meacham presented revised brochure templates and cost estimates. Considerable discussion followed, with consensus that another template be designed in red. A decision will have to be made as to which brochures would be printed first, and Dr. Evans will try to obtain Action Agenda funds for that purpose. Mr. Meacham will return on October 16 with the revised template.

Dr. Evans noted the information concerning the upcoming Open Houses.

Department heads were asked to provide feedback regarding the list of items on the agenda that require a response. Dr. Evans will meet with Drs. Hughey and Powers relative to a trip to Owensboro to discuss a possible relationship with Daveco. Dr. Ecton asked about the possibility of including a notation on requests as to whether they apply to graduate or undergraduate areas.

Department heads were encouraged to obtain a copy of the Job Search Manual that is available through the Career Planning and Placement office.

An additional College representative is needed by September 29 to serve on the Faculty Scholarship Council. That individual should have some knowledge of the concepts addressed by the Council.

Department heads were asked to notify Dr. Evans of individuals who will attend the October 8 Majors Fair. In addition, Focus on Western is scheduled for the coming weekend. The College will be well represented at that function.

Dr. Poe discussed assessment reports, noting that they should have been submitted to the University Outcomes Assessment Committee, with a copy to her. The College Assessment Committee will meet this Friday to review the College's summary reports.

Dr. Evans announced that plans to enlarge the Page Hall parking lot are currently on hold due to changes in the University's Master Plan. It is expected that the lot will remain as is, and additional gated passes will be sold.

Considerable discussion was held on alternative academic delivery systems, particularly the issue of credit hour production for web courses. Dr. Evans stressed the importance of quality, efficiency, and effectiveness and added that it is essential that the needs of the clients be addressed. Department heads agreed that Dr. Houston's role as ITV Coordinator has been very helpful. Dr. Poe indicated she would draft something on alternative delivery systems.

Dr. Evans asked department heads to provide feedback on Dr. Houston's role as Outreach Coordinator and the possibility that she move into a tenure-track position. He also commented on the possible impact of DIL0 on the College and, more specifically, on Dr. Houston's role.

Brief comments were made regarding classroom equipment repairs and maintenance.

Discussion was held on the use of pro cards. Dr. Evans suggested that the Department Heads Council address this issue. The topic will also be put on the agenda of a future Administrative Council meeting.

Dr. Evans reported that the College was successful in receiving permission to fill the critical positions within the College. He spoke further about the search process in general and maintaining consistency throughout the College. He also stressed that departments should maintain only official documentation on

requests to hire. Department heads are scheduled to meet with Dr. Keaster next week to discuss this issue, as new searches need to begin immediately. As far as signature authority for hard money personnel, Dr. Evans will serve in that capacity. In his absence, Dr. Keaster will be the signature authority. Dr. Keaster stressed that advertisements need to be appealing.

Dr. Keaster reported that promotion and tenure will be discussed in the near future.

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

Cathie Bryant, Secretary