

Minutes
Administrative Council - College of Education and Behavioral Sciences
Thursday, September 20, 2001 – 9:30 a.m.
Dean's Conference Room, Tate Page Hall

Members present: Adams, Evans, Cooke, Crews, Ecton, Filip, Greenwalt (for Nims), Haggbloom, Houston, Metze, Moore, Patterson (for Fong), Poe. Ms. Susan Krisher was a guest.

Ms. Krisher discussed the changes in the hiring process. She pointed out that searches currently underway will use the old process. The Form 1 is the only hard copy that will be seen by the Dean, and it will be accessed through the Human Resources web page. Also, all positions will be assigned a requisition number in Banner, and these numbers will replace PCN numbers. Staff searches will be handled in the same manner.

Dr. Adams reported on the meeting held with off-campus coordinators and indicated that they are pleased with how their needs are being met. They have expressed an interest in having faculty who teach ITV courses occasionally spend some time teaching a class session at the extended campus site rather than from the main campus. Further discussion was held on addressing that request, as there would be no one on campus to boot up the system. Dr. Adams said that the College has approval to hire someone to handle that responsibility—a student or graduate assistant is suggested, but it is the College's decision. Coordinators also gave positive feedback on the offering of two courses per night. Dr. Houston distributed an extended-campus survey, and further discussion followed, particularly relative to a blended delivery. When the question was raised regarding offering two courses per night on campus, Dr. Poe responded that the recommendation would have to go through the University Calendar Committee.

Dr. Adams reported that professional development accounts will be set up for faculty teaching off-campus courses. These accounts will accumulate \$20/week, and the faculty member will work through the Office Associate, with approval of the department head, to request these funds. Dr. Evans added that Action Agenda funds can be used for dues, licensing, malpractice insurance, books, and computer equipment; however, any computer or other equipment purchased will become University property. Also, funds can be carried over.

Dr. Adams distributed information on the Tuition Reduction for Beginning Teachers. The Committee has recommended that a 10% reduction be offered to teachers involved in this program on a case-by-case basis, and Dr. Evans pointed out that we may want to look at other content areas to include. It was agreed that not everything on the draft document would be included in a brochure. The proposal will go to Dr. Burch for final approval and then on to GRREC.

Discussion was held on developing a literacy program within the MAE General, as it is needed by KCTCS. Dr. Burch has asked that we moved ahead on that initiative. She would also like a Masters Degree in Adult Education to be developed, and Dr. Berger from SIP will be working with that program.

In a CPE meeting attended by Dr. Burch, Dr. Davies emphasized that the KYVU is "here to stay" and that the "Bucks for Brains" program at UK and UL is the highest priority. It is expected that universities will be seeing austere budgets, and institutions are to move ahead with or without funding. He further emphasized the potential market of new students available from those individuals who have completed the GED, as only 10% of that group go on to higher education. Additionally, funding will be sought by the CPE for a federal research lab that will be available for use by all faculty in Kentucky.

Dr. Frank Conley will retire in December, and a search will begin in the spring. Also, Dr. Martin Houston will retire at the end of this academic year. An interim will be named for the spring semester, as he will be on sabbatical leave in the spring.

The student credit hour production targets are due to Bob Cobb on September 28. Please submit those to the Dean before that date.

Information was distributed and discussed concerning the impact on departments of the enrollment growth. A report will need to be submitted to Dr. Burch sometime next week; therefore, review the document and submit any changes electronically to Dr. Adams.

Action Agenda Fund proposals were discussed, and Dr. Poe distributed information on the status of proposals submitted to date. It was noted that stipends will go into a professional development account for each faculty member.

Dr. Metze reported on his meeting with Dr. Kirchmeyer relative to syllabi on the web. Agreement was reached at that meeting that a central location be established to find the urls for all syllabi and a field added to Banner which would also contain the url. The responsibility will probably be given to office associates to get the url from faculty. Dr. Adams added that the content included in the syllabus generator meets all requirements for state, NCATE, and SACS accreditation. She emphasized that our College is far ahead of most institutions in relation to syllabi on the web and in ease of using the system.

Dr. Metze discussed problems associated with on-line courses and the ability to contact students who have registered for the courses. It was suggested that when students register for a web course, they be prompted to enter a current email address so that they can be contacted by the instructor. Dr. Cooke spoke further about billing problems with web courses.

Dr. Evans announced that a forum will be held on September 26 concerning positive attitudes in light of the current crisis. Drs. Poe and Greer will be presenting at that forum.

Dr. Evans reported on grants available for collaborative teams to develop courses to address needs at the middle school level. Twenty to twenty-five grants of up to \$6,000 each will be available across the state. They need to be housed in the arts and science areas and involve arts and science faculty. Anyone interested should contact Dr. Evans.

Plans were finalized for Parents Day on Saturday. Football tickets have been delivered, Individuals who will be attending are asked to mingle with the guests but will not be asked to speak, as originally thought.

Reminders were made regarding faculty emeritus status recommendations, Human Resources Banner conversion, the statewide general education transfer agreement, and military obligations.

Dr. Adams indicated that she will be attending a P-16 and a KRA meeting this weekend.

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

Cathie Bryant, Secretary