

Minutes  
Administrative Council - College of Education and Behavioral Sciences  
Thursday, September 22, 2005 – 9:30 a.m.  
Dean's Conference Room, Tate Page Hall

Members present: Evans, Keaster, Poe, Baker, Daniel, Haggbloom, Hughey, Metze, Mikovch, Schlinker (for Fiene), Smith (for Powers).

Dr. Keaster distributed and discussed the guidelines for directing graduate theses/dissertations. These guidelines will be posted on the College's web page. Council members approved the document, and Dr. Keaster indicated he would date it and forward electronic copies to everyone.

Dr. Evans reported on the status of the doctoral program. It will be an independent doctorate in collaboration with the other comprehensive institutions in the state. The program will be housed in the College but will be a University-wide program. Initial plans have been made for all the provosts to meet, but we need to be thinking about the issue of faculty, particularly in relation to teaching load. Concern was expressed relative to the approval process for graduate faculty status. It was suggested that finer distinctions be established for graduate faculty status; i.e., having additional levels on the application. A mechanism for determining status also needs to be developed. Dr. Evans cautioned about duplication of programs or courses across the curriculum. This issue will be brought back to the Council in the future.

Dr. Poe reminded department heads that, for registration purposes, independent study courses should be restricted in the catalog. She pointed out that regular courses should not be offered as independent studies.

Discussion was held concerning the third-year review of faculty. Dr. Evans clarified that annual evaluations are still to be conducted during that time period. Also, the College may need to formalize the process of faculty continuations relative to consulting with tenured faculty on an individual's continuance. The word "consultation" needs to be defined.

The QEP was discussed. Also discussed was PIE requests. Dr. Poe spoke further about assessment plans and how they relate. She will notify department heads after she has talked with Dr. George. She asked that they review the 2004-05 assessment plan reports and discuss the data with departmental faculty. During those meetings, any decisions made should be put in the minutes. Dr. Evans remarked further on the budgeting process related to plans.

Unit Productivity Award decisions have been made, but the process will be changed in the future. Dr. Keaster stressed the importance of posting meeting minutes to the web, particularly for NCATE.

The IT In The College Day was discussed. A date will be determined.

Dr. Evans indicated that Ken Lee will be coming to campus. He wants Drs. Metze, Phelps, Powers, Petty, and Roberts to be involved. If anyone else has ideas, they would be included as well, but Dr. Evans would need to meet with them first. He will need to know those names soon.

Department heads were asked to prepare their replacement position requests for the staffing plan.

Dr. Metze reported that equipment has been ordered for those classrooms where the projection units don't fit on the boards.

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

Cathie Bryant, Secretary