

Minutes  
Administrative Council - College of Education and Behavioral Sciences  
Thursday, September 27, 2001 – 9:30 a.m.  
Dean's Conference Room, Tate Page Hall

Members present: Adams, Cooke, Ecton, Filip, Fong, Greenwalt (for Nims), Haggbloom, Houston, Little (for Crews), Metze, Mikovch, Moore, Mutter, Poe, Stayton.

Dr. Mutter was welcomed. She indicated that members of the Faculty/Professional Staff Advisory Council will be sharing the responsibility for representation on the Administrative Council, according to who is available.

The announcement was made that Dr. Crews' sister passed away last Tuesday.

Dr. Adams reminded everyone that Sharon Hartz has copies of the tri-fold brochure which can be used for advertising of positions. Further discussion was held on other brochures that have been developed within the College.

Dr. Houston distributed the brochure and displayed the poster for the Hotel, Restaurant and Tourism Management Program and added that the ROTC brochure has been sent to the printers. The cost of the hotel/restaurant poster was approximately \$1600-2000. Dr. Poe pointed out that Dr. Hughes' office will supply funds for two brochures per year for College recruiting, and Action Agenda funds could also be used for that purpose. (The link for Action Agenda proposals can be accessed through the Academic Affairs home page.) Dr. Cooke added that free advertising can be done via Channel 3, and Dr. Adams indicated that Public Radio is another possible avenue.

The Kentucky Teacher Hall of Fame proposal was distributed and discussed. Dr. Adams stressed that it is not for further distribution at this time. Council members were encouraged to review the proposal and provide feedback and suggestions.

Department heads were asked to share with faculty the format for academic program proposals. Dr. Adams emphasized that it is reasonable to use this format for those proposals that fall into the program band. Dr. Poe said she would check on the format to be used for proposals currently ready for submission.

Dr. Adams thanked everyone for their responses to her request for information on the impact of increased student enrollment. The College's request was for a total of \$255,000, and Dr. Burch will be presenting all the requests from Western to the CPE in the near future.

Dr. Adams reported on a meeting of Kentucky deans to discuss the Action Agenda. Proposals were discussed at that meeting, particularly those dealing with distance learning. Further discussion was held relative to initiatives involving the English Department. Dr. Adams will be developing a proposal in this area and hopes that it will be the first of many. She added that she is pleased to see faculty from other colleges being involved in this initiative. She encourages faculty to continue to submit proposals. Dr. Poe pointed out that all proposals will ultimately go through Dr. Burch for final approval, and performance indicators need to be addressed in each.

Dr. Ecton announced that his Department will be changing office hours to 9:00am-5:30pm effective October 1, 2001.

Ms. Bryant reminded Council members that 2002 Faculty Summer Fellowships are due in the Dean's Office by October 19.

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Council members were reminded of the forum concerning the current world crisis sponsored by the Center for Teaching and Learning.

LTC Filip reminded everyone of the upcoming blood drive.

Dr. Metzke spoke briefly about the College bookmarks, and Dr. Adams distributed examples of the two. Anyone interested in ordering these bookmarks with their departmental or other information on the back should contact Sharon Hartz.

The Dean's Office is able to provide help to departments with website development. Department heads should notify Dr. Adams if they are interested.

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

Cathie Bryant, Secretary