

Minutes
Administrative Council - College of Education and Behavioral Sciences
Thursday, September 29, 2005 – 9:30 a.m.
Dean's Conference Room, Tate Page Hall

Members present: Poe, presiding, Keaster, Brotherton (for Baker), Daniel, Ecton (for Fiene), Haggbloom, Metze, Mikovch, Powers, Sheeley (for Hughey).

Dr. Keaster distributed and discussed the revised College Travel Commitment form. Dr. Poe also commented briefly on the Posters at the Capitol.

Ken Lee will be here November 4, 9:00-10:00. Dr. Evans plans for him to meet with some of the College personnel. If anyone has proposals, they need to get in touch with him.

The upcoming Faculty Regent Election was discussed. Department heads were asked to review their lists and notify John All of any discrepancies; copy Ms. Bryant on any correspondence. Ms. Bryant will follow up on eligibility of faculty in Military Science.

Dr. Cobane, Honors Program Director, would like to meet with the Council to discuss his ideas and get feedback. A date for that meeting will be determined in the near future. Concern has been expressed regarding negative comments that have been made about the Program.

Ms. Bryant outlined the agenda for the IT In The College Day, which will be held on October 31, 10:00-1:00. By no later than October 24, department heads need to notify her of how many individuals will attend the luncheon and whether they prefer to order from Aramark or Mariah's.

The Undergraduate Mentoring Grants program was discussed. Feedback is being solicited. Several questions were posed, such as whether credit would be given, whether the award amount could vary, and what activities are covered by the award. Further discussion followed, and additional comments or questions should be referred to Dr. Poe.

The DARS/Transfer Articulation/CAS Project was discussed at length. The program will be implemented over a two-year period beginning with the business college. Implications of this program were discussed. Dr. Poe noted that only undergraduate programs are affected; she will be serving on the Advisory Committee to be formed. In addition, each department will identify a contact person. Department heads were asked to review and be familiar with the information provided. Mr. Bryant will be working on determining a date that personnel from Admissions and the Registrar's Office can meet with Council members to discuss the implementation of the program.

Dr. Evans has stressed the importance of faculty taking ownership in the advisement issues. As such, his expectation is that the data will be given to faculty to review and develop a plan to address concerns. One of the first orders of business is to find out what students mean when they say they are dissatisfied with advising. Dr. Evans also expects that departmental Action Plans will include plans to address the issues. Dr. Poe indicated that all departmental plans will need to include an assessment of at least one of the three QEP learning plans. Dr. Evans will be looking for two things in those plans, (1) relationship to advising and (2) relationship to QEP. Rather than making copies, it was suggested that Bob Cobb be contacted about an on-line form. When plans are submitted, Dr. Evans should be copied. He does expect that faculty will be involved in both Action and Assessment Plans.

Dr. Poe indicated that she has assumed the role of Assessment Coordinator for the College for this year. She will be giving department heads feedback about their Assessment Plans. She also stressed that budget issues need to be tied in with the plans.

Grade distribution was discussed. Concern has been expressed about the large number of F's being received, as those grades cost the University in federal funding. Many of these F's are students who

stopped attending class but didn't drop or withdraw. Discussions are occurring relative to creating different designations of F so that distinctions can be made as to the reason for the grade. Students have indicated they feel faculty don't know or care about them, especially since attendance is not taken in many classes. There are several ramifications to this entire issue. Dr. Poe also noted that instructors teaching 100-level courses need to participate in the 5-week assessment. Further discussion followed. Suggestions were made that taking attendance be required and that a longer time period be allowed for students who quit attending class but don't officially drop the course.

Dr. Metze has emailed Equipment Requests and Classroom Improvement Requests to department heads. Those requests are due back by October 15. If some of last year's requests were not funded, they may be resubmitted this year.

The College has received \$5616 for student travel. Requests will be funded first from these funds and then out of the Dean's Office. The Travel Commitment Form is on the web. It was noted that there may be an expectation that students will be required to document what they learned from the trip, and departments may want to develop guidelines on the use of funds. A maximum funding amount of \$250 was suggested.

A draft plan has been developed for the schedule of activities for the opening of the Fall 2006 semester. After reviewing the proposed schedule, concern was expressed relative to the intensity of activities, particularly for new faculty. Time has not been allotted to prepare for classes. Also, it was noted that earlier notification of the schedule needs to be given to faculty and staff. Further concern was expressed that this schedule could negatively impact the willingness of faculty to teach in the summer. Any additional comments or concerns should be forwarded to Dr. Poe.

Feedback is requested on changing or adding questions to the Graduate Alumni Survey. Submit input to Bob Cobb ASAP; copy Dr. Evans or Dr. Poe.

Dr. Poe noted the agenda materials regarding the Minutes of Council of Academic Deans meetings as well as the attachment on the Preston Success Center.

Department heads were asked to share the Study Abroad Contest information with faculty. If electronic copies are needed, contact the Study Abroad office.

Comments on the draft HR policy on employee tuition waivers should be directed to Dr. Poe.

Brief discussion was held on entities within the College that are referred to as centers or institutes. The question was raised as to whether "academy" would be put in that category.

Department heads were asked to submit to Ms. Bryant their request for the number of Talismans they would like.

It was noted that, for security purposes, Banner passwords will be changed periodically.

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

Cathie Bryant, Secretary