

**MINUTES**  
**ADMINISTRATIVE COUNCIL – COLLEGE OF EDUCATION AND BEHAVIORAL SCIENCES**  
**Thursday, October 1, 1998 – 8:00 AM**  
**Dean's Conference Room, Tate Page Hall**

Members Present: Evans, Mikovch, Fong, Little, Metze, O'Connor, Oglesby, Payne, Schnacke, Stayton

Copies of the Graduation Summary were distributed. The information on grade changes was discussed and distributed. Discussions are being held on implementing a deadline after the course is completed beyond which a change of grade would not be accepted. Further discussion followed.

The issue of mailing out grades was discussed. As the University is planning to mail grades only to those students who request them, Schnacke suggested that a notice to that effect be placed in the schedule bulletin as well as in bills sent by the University.

Evans commented briefly on sexual harassment. It was agreed to secure an individual, such as Regina Abrams, to conduct sexual harassment training for individuals in the College who have not yet had the training. Evans will work with Schnacke on that issue.

Minutes from the September 24 meeting were distributed and discussed. Evans indicated that he would try to put together information for the College and distribute copies next week. Further discussion followed, particularly relative to external funding sources. Evans will visit with each department head individually on funding proposals. As Evans will be meeting with Rick Dubose on a monthly basis, it was suggested that department heads be thinking about any ideas.

Discussion was held on technology, and Metze indicated that more personnel are needed to provide the additional services through ETC. He suggested that each college should have a representative who works with Microcomputing Support Services. He will provide information to the Council on who currently serves on the College's computer committee and whether changes are needed. He further stressed the importance of coordinating our activities with Microcomputing Support.

Schnacke commended Jay Sloan on his cooperativeness with the SITE system. A letter will be written to Sloan.

Stayton expressed concern regarding the purchase of hardware that is compatible with the University system,

Staffing plans were discussed at length, and information was distributed. Evans meets with the Provost on October 16, and will be meeting individually with departments prior to that date.

O'Connor commented briefly on faculty retirements. Evans indicated that replacement requests should be submitted as soon as possible. After additional discussion, Evans added that Bob Cobb would be a good resource on this issue.

O'Connor suggested that department heads provide Evans with rationale on weaknesses.

Evans will attempt to get data on faculty members. Also, he will discuss a November 15 deadline date with the other deans. It was also suggested that department heads be involved in the October 16 meeting with Evans and the Provost. (Clarification was received from the Provost regarding the staffing plan which negates the above points of discussion.)

The report from Davies to the CPT was distributed and discussed briefly. Also distributed was an article relative to views of higher education.

Stayton indicated that she would share copies of the article on predicting teaching shortages.

The contingency plan for University Libraries was distributed as well as a memorandum on grade changes.

Stayton announced that SISTE has some GA openings. Schnacke added that he will have an opening in January.

Stayton remarked on the FIPSE proposal.

The Council members agreed to obtain a video of the tape on how to get into graduate school so that something can be done for the College as a whole.

Fong spoke briefly on faculty accessing MIS.

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

Cathie Bryant, Secretary