

Minutes
Administrative Council - College of Education and Behavioral Sciences
Thursday, October 16, 2003 – 9:00 a.m.
Dean's Conference Room, Tate Page Hall

Members present: Evans, Poe, Baker, Daniel, Haggbloom, Hughey, Metze, Powers, Schlinker (for Ecton). Tom Meacham, was a guest.

Mr. Meacham presented brochure templates using the color red. These templates will be posted in the Dean's Office so that faculty and staff can vote on their choice. Mr. Meacham noted that it would be cost effective to print at least two brochures simultaneously. Content of brochures can be emailed to him as a Word or RTF file, preferably one document using default settings and one document showing the layout. Also, web addresses should be included in all brochures.

Dr. Metze reported that an individual has been hired to work on departmental web pages. Brief discussion followed.

Dr. Evans indicated that additional funds could be made available for technology. He will get clarification so that purchases can be made. Dr. Metze will meet with Dr. Sanders and report back at the next Administrative Council meeting. He suggested that keys be checked out to only those faculty who have received training in the use of the equipment. Outside groups will also need to be trained if they plan to use the equipment. Any questions should be directed to Dr. Metze.

Dr. Houston is gathering information for the newsletter and hopes to have it finished by the end of the month. New faculty pictures and biographies may be included in this issue.

Dr. Evans is working with Admissions on representation at open houses. Department heads were asked to make sure he knows who attends those functions and to encourage participating faculty to ride in the University van if possible.

Department heads were reminded that the second Focus on Western is November 8, 1:15-3:00.

Submission for Doers and Deeds are needed. They should be forwarded to Jessica Creech, with a copy to Ms. Bryant.

Dr. Evans expressed concern regarding work loads. He is hopeful that things will slow down after this year.

Deadlines for faculty evaluations are not yet known. Department heads need to make certain that information on the forms is aligned. Any issues should be discussed with Dr. Evans. He added that Dr. Haggbloom is piloting the forms he recommended. In addition, MIS forms need to be included.

Discussion was held relative to SACS, particularly the issue of incorporating goal setting into the process. As a part of SACS compliance, Dr. Poe added that it is necessary to evaluate part-time faculty.

Dr. Evans discussed the issue of criteria for graduate faculty status. He will be discussing this issue further with department heads. He commended department heads for their work and said he is pleased with the progress that is being made.

A College-wide meeting will be held on December 2 at 3:00 in the Auditorium to discuss the Investing in the Spirit campaign. An announcement will be sent to all faculty and staff in the College.

Closing the Loop reports for academic programs were due September 8. Dr. Poe noted that some of the departments have not yet submitted their reports. She needs to receive a copy. In addition, assessment plans for 2003-04 are due November 1. Dr. Poe or Dr. George will be glad to help anyone who needs assistance preparing these reports.

The President is in support of the proposed calendar changes. Those changes will go into effect after the Calendar Committee irons out some of the problems.

LTC Baker announced that his Civil Service employee will retire after 36 years of service. He was instructed to contact Mr. Glisson regarding some type of recognition for this employee.

The issue of guidelines for search processes will be put on a future agenda for discussion.

Dr. Metze indicated that the ETC can assist with on-line surveys for faculty or staff.

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

Cathie Bryant, Secretary