

**Minutes**  
**Administrative Council – College of Education and Behavioral Sciences**  
**Thursday, October 21, 2010 – 9:30 a.m.**  
**Dean's Conference Room, TPH**

Present: Evans, Poe, Norman, Caldwell, Gott (for Carter), Haggbloom, Kirchner, Kline, Metze (video), Powers, Schlinker. Tuesdi Helbig, Shelley Hamlet, and Chris James from IR were guests.

**IR Demonstration** – Following introductions, Ms. Helbig gave a detailed demonstration of the new data system. This system is to be used for data only and not for student research, in order to adhere to FERPA guidelines. It is best to use Internet Explorer when accessing the data. She will be glad to add other fields as needed as well as provide further assistance.

**Equipment/Classroom Improvement Requests** – Dr. Metze will be submitting these requests this afternoon.

**Important Dates** – Dr. Evans went over several important dates. Brief concerns were expressed relative to the large amount of materials/other items due at this time.

**Faculty Evaluations** – Dr. Evans noted that he will be commenting only on those evaluations where there are issues with the individual. In addition, if there is an issue, the due dates are critical.

**Appointment Letters** – Council members need to be prepared for discussion at the next meeting concerning appointment letters.

**Course Fee Requests** – These requests will be handled electronically.

**Energy Utilization** – We will be looking at class scheduling in the summer to reduce energy consumption. Brief discussion followed.

**Policy on Policies** – This will be at the university level but may come down to divisions, departments, and possibly programs. Considerable discussion followed.

**Promotion Increases** – Dr. Evans commented on the faculty promotion increases for Clinical Practitioner II.

**Salary Basis for Faculty Holding Administrative Appointments** – Dr. Evans explained, particularly relative to those working on grants. This topic will be on next week's agenda.

**PD Money** – Funds need to be spent.

**Staffing** – Comments and any Form 1 should be submitted, as we should get approval on November 2. Also, be thinking about staffing for cohort groups.

**Research** – Council members were asked to review the document, particularly relative to F&A. Specifically look at issues where faculty want to move into research-type positions. This topic will be discussed at a later date.

**New Building** – A meeting will be held on Monday to discuss several issues, one being the schedule for the move. After the meeting, we may be able to make several decisions that have been pending.

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**Data System** – Tony Kirchner will be working with Ms. Helbig on training to use the system.

Dr. Evans commended those involved with a response involving several negative situations that have occurred. Unit heads should encourage faculty to continue those positive behaviors.

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

Cathie Bryant, Secretary