

Minutes  
Administrative Council - College of Education and Behavioral Sciences  
Thursday, October 28, 2004 – 9:30 a.m.  
Dean's Conference Room, Tate Page Hall

Members present: Poe, Keaster, Baker, Daniel, Fiene, Haggbloom, Hughey, Metze, Powers. Roxanne Spencer was a guest for a portion of the meeting.

Introductions were made, and Ms. Spencer gave a brief presentation on services available through the Educational Resources Center. She asked department heads to encourage faculty and students to use the facility. She reiterated the services that are available to faculty and staff and added that they are currently working on the design element of the web page to make it more user friendly. Ms. Spencer expressed her willingness to assist those having difficulty navigating any of the data bases. As far as the acquisitions and cataloging processes, she pointed out that the normal turnaround time is 30-60 days, although they can occasionally handle a rush job.

Dr. Poe reported that no submissions have been received for the newsletter. Dr. Evans asks that department heads submit their material to Dr. Cindy Houston no later than Friday, November 5.

A memorandum from Huda Melky was distributed relative to the sexual harassment policy. Council members agreed that it would be helpful to ask her to do some type of training session concerning the steps to take when confronted with a sexual harassment complaint. There was further agreement to wait until the first part of the spring semester to do that.

A copy of an email regarding alternate titles for programs within the College was distributed and discussed. Department heads were asked to notify Dr. Poe if they have programs with alternate titles.

Dr. Poe reported on discussions relative to a January/Winter term. If department heads have concerns, they should contact Dr. Poe. The Committee currently studying this issue expects to have recommendations to the Provost by the end of the semester. Additional discussion followed.

Brief discussion was held on student nominees to serve on the January/Winter term focus group. The names of Amanda Demarest and Jaime Barrett will be submitted, with Rachel Mudd, Amy Schirmer, and Rebecca DeSensi as alternates.

Brief discussion was held on the student success initiative. Particular attention should be given to location as it relates to privacy.

Dr. Keaster reported that the deans were meeting to discuss raising the promotion increments. They are considering the figure of 10% of the median salary of the position the faculty member is leaving, which would be added to the faculty member's salary. The issue of salary compression would also be addressed as well as taking merit into consideration.

Dr. Keaster spoke briefly about the attachment regarding scientifically-based research. Department heads were encouraged to share the highlights with some of their faculty members. If there is interest, Dr. Keaster indicated that funds could probably be found to order reprints.

A recommendation was made relative to removing some of the partial walls/doors in faculty restrooms and installing locks on those doors.

Dr. Metze commented briefly on e-train, adding that department heads and other administrators are welcome to participate. In addition, he has received word that, in all likelihood, e-train will be funded for another three years and additional funds may be available so that the model could be expanded to other universities.

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

Cathie Bryant, Secretary