

Minutes  
Administrative Council - College of Education and Behavioral Sciences  
Thursday, October 30, 2003 – 9:30 a.m.  
Dean's Conference Room, Tate Page Hall

Members present: Evans, Poe, Daniel, Ecton, Haggbloom, Hughey, Metze, Powers, Wardell (for Baker). Dr. Greenwalt represented Dr. Hughey for a portion of the meeting. Drs. Elmer Gray and Lisa Murrell and Ms. Crissy Priddy, from Graduate Studies, were guests.

Dr. Evans congratulated the units on their results in the Halloween decorating contest.

After introductions were made, Dr. Gray thanked everyone and indicated that the efficient processing of applications has been a concern that will be addressed. Ms. Priddy gave a presentation on the new Graduate Studies website, and discussion followed. Several suggestions were made, one being that program specific deadlines should be included on the website. Department heads were encouraged to link their websites to the Graduate Studies application page. Dr. Murrell added that the new application forms can be obtained on Topsmart, and she encouraged everyone to begin using them.

Dr. Evans briefly discussed the Gheens' push for individuals in teacher education to obtain a minor in a foreign language and the alternate admission process used in some program areas.

Dr. Gray indicated that a significant increase will be seen in GA stipends, and part-time graduate tuition will be frozen at the current semester level for the next three semesters.

It was agreed to give Tom Meacham the results of the voting for the CEBS brochure design. Dr. Evans added that he is still working on funding possibilities. Due to the reorganization of C&I, that Department will receive high priority for production.

Classroom utilization was discussed. The following classrooms will be submitted for reclassification: 106, 333, 331, 332, 406, and 416. Space utilization needs are for meeting rooms, grant activities, advising, OAR, distance learning, face-to-face sessions for on-line courses, internship supervision, ARTC MAE, block students, and ROTC activities.

Discussion was held on priorities for allocating one or more new full-time faculty positions to replace part-time faculty. Further discussion centered on how this relates to recruitment and retention. Prior to meeting with Dr. Burch, Dr. Evans will meet individually with each department head.

Discussion was held on equipment. Dr. Evans indicated that purchases will be made using other sources of funding so that every classroom is up to speed relative to technology. That will leave the original \$12,000 for other priorities. Requests/needs should be submitted to Dr. Evans ASAP.

Department heads were asked to provide feedback to Dr. Metze relative to connecting Proximas in classrooms.

Carryover funds should be available Friday, and Dr. Evans will be considering overhead issues relative to that.

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

Cathie Bryant, Secretary