

Minutes  
Administrative Council - College of Education and Behavioral Sciences  
Thursday, November 1, 2001 – 9:30 a.m.  
Dean's Conference Room, Tate Page Hall

Members present: Adams, Evans, Crews, Crisp, Ecton, Fong, Haggbloom, Metze, Moore, Nims, Poe.  
Dr. Richard Kirchmeyer was a guest.

Introductions were made and discussion was held on the topic of University support for departmental computer labs. Dr. Kirchmeyer then distributed copies of the annual survey results of students and information technology. He pointed out that the results show that Information Technology's strategic plan is on target and that there are some serious deficiencies with students' abilities to use computers. Also distributed was information on implementation priorities and timelines for this academic year. Dr. Kirchmeyer reported that a Laptop University Committee is being formed, and he spoke further on his visit to a laptop university. In addition, hearings and informational meetings will be held in the near future regarding calendaring software, portal environment, and the next level of operating system (Windows 2000 or Windows XP).

Dr. Kirchmeyer indicated that a preliminary plan is being developed regarding support for all departmental labs. This would include college labs. Also, the Information Technology office is currently interviewing all office associates on campus to gather information on computer issues; they are increasing the number, subject, and types of training for faculty and staff; and they are doing some small pilot projects. He added that a new email listserve will be in place in the near future where faculty and staff can discuss issues and/or post ads.

A Help Desk Consolidation Committee will be meeting to discuss issues related to the Help Desk. It is hoped that it can be consolidated with the new Media and Technology Hall move. Joe Fulmer is currently working on that project. Regarding Information Technology support for computing supplies for labs, Dr. Kirchmeyer said that colleges/departments are responsible for those expenses. As far as course syllabi, they should eventually be available to students through Topnet and the catalog.

Dr. Adams discussed Action Agenda funding and the use of those funds. Also, she mentioned the Second Careers Open House for alternative certification routes.

Dr. Evans will be moving forward on mentoring training as soon as approval for those funds has been received. Dr. Adams will develop a proposal for programs interested in joining with what is being done in the College regarding electronic portfolio and the Teacher Work Sample. It is expected that English, Music, Agriculture, Family and Consumer Studies Education, Mathematics, Art, and probably one of the sciences will be interested in this initiative.

Dr. Poe reported on work of the Action Agenda Committee and stressed that Dr. Burch makes all final decisions on proposals. She added that Dr. Burch will be forming an Oversight Committee to look at continuing education and benefits for teachers. Dr. Adams recommended that Alice Mikovch serve on that Committee and possibly someone from GRREC and the Region 2 Service Center. Further discussion was held on the funding of Action Agenda proposals. Dr. Moore was asked to discuss with Dr. Cooke the issue of field experiences being in addition to, rather than a part of, the normal faculty load.

Dr. Poe reported on a meeting regarding TopSmart, which is a new procedure to enable everyone to retrieve data and print out their own reports. Also, students will now be able to go into Topnet to see an evaluation of their courses as they fit the general education categories.

The BA in Education Studies degree was discussed. Department heads were asked to be thinking about this issue and looking over the draft proposal for future discussion.

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Dr. Evans asked department heads to be prepared for discussion at the next meeting on ways to use the College equipment funds, as the amount is too small to split up. Dr. Evans also asked that department

heads be thinking about discussion on defining the Assistant Dean position and how that position could assist in areas in which they are being pushed as a unit (grants, data issues, etc.).

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

Cathie Bryant, Secretary