

Minutes
Administrative Council - College of Education and Behavioral Sciences
Thursday, November 2, 2000 – 9:30 a.m.
Dean's Conference Room, Tate Page Hall

Members present: Adams, Evans, Fong, Cooke, Crews, Filip, Houghton, Houston, Metze, Mikovch, O'Connor, Schnacke, Stone.

"Taking Aim" was discussed. Dr. Adams distributed lists to department heads containing the names of student to contact relative to their progress at Western.

Dr. Adams thanked everyone for their assistance in responding to the draft travel reimbursement regulations. Changes were made to the document based on our feedback. It was noted that faculty traveling to extended campus classes will not be allowed to claim meals. However, an alternate formula for reimbursement of those expenses is being studied.

The guaranteed four-year program is going to be referred to as WKU's "On Track to Graduate" Program. Dr. Adams distributed and discussed material relative to that. She added that our college basically is on track with this. Examples of web pages were distributed, and department heads were reminded to work collaboratively in scheduling courses with other departments and colleges. It was agreed to discuss this issue at the November 28 work day.

Dr. Adams distributed and discussed material on graduation trends and goals, enrollment trends and goals, retention trends and goals, and cohort and retention information. Also discussed was information on student credit hours. Dr. Adams will be meeting with department heads to discuss the latter subject.

Information, and an example, were distributed and discussed relative to faculty workload and assignment reporting. Dr. Adams explained the proposed process and added that it should be helpful for both SACS and NCATE. Concern was raised regarding addressing graduate course loads. She reminded everyone about the importance of documenting everything.

A program in leadership studies is being proposed. Dr. Adams will inform everyone when it has been approved.

Department heads can expect notification on recipients of Unit Productivity Awards and were reminded that those funds can be carried over. Department heads were also reminded about Focus on Western scheduled for November 18. Dr. Houston indicated that the college will have a table at that function.

Dr. Poe briefly discussed graduate catalog changes.

Dr. Cooke pointed out that items submitted to the University Senate will not be reviewed or acted upon unless a representative from that department is present at the meeting.

Information on grade distributions was discussed briefly.

Dr. Evans reported that the college has received no funds to support faculty presentations. Further discussion was held regarding individuals going to AACTE. He responded that the Dean's Office will pay registration for those individuals. In addition, he indicated that the Dean's Office has been charged 100% for tuition scholarships for professional staff, which has not been done in the past and adds to the budget crunch.

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Dr. Adams indicated that faculty recruiting and retention will be on the agenda for the November 28 work day.

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

Cathie Bryant, Secretary