

Minutes
Administrative Council - College of Education and Behavioral Sciences
Thursday, November 7, 2002 – 9:30 a.m.
Dean's Conference Room, Tate Page Hall

Members present: Evans, Cooke, Crews, Ecton, Filip, Haggblom, Kelley, Metze, Moore, Nims, Poe.

Discussion was held on senior exams. Dr. Evans needs to know what is being done for each program and how the data is used. Send a copy of the information to Dr. Poe.

The draft on renewable faculty contracts was discussed. This topic will be on the agenda for next week's meeting.

Dr. Evans expressed concern regarding offering an assistant/associate professor position to an individual who is ABD with no stipulations in the contract as far as receipt of the degree. Qualifications need to be very specific in advertisements, and we need to be mindful of when the clock actually starts ticking for tenure.

Department heads were cautioned to ensure that if a faculty member's performance is questionable, it is reflected in the evaluation. Also, the issue of collegiality needs to be addressed in evaluations, and MIS forms need to be completed. Dr. Metze added that he hopes to eventually have the MIS system automatically generate vitas.

Dr. Evans spoke briefly about SB 74. He indicated that there will be only 3 or 4 Eisenhower grants this year, which will impact the College.

Sandra Ardrey is the contact person for the Washington Internship Program.

Brief discussion was held on Rank II and Rank I non-degree programs. Dr. Evans indicated that this issue is back on the table.

Dr. Evans noted that a 3% budget cut can be expected; however, the money has already been captured. If Western realizes the anticipated 1000+ additional students next year, that may present a problem. Department heads were asked to be thinking about next fall's schedule relative to classes being spread out over the entire day. In addition, consideration is being given to the possibility of a charge for dropping classes.

Department heads are welcome to review a notebook containing the names of minority doctorate graduates as well as a mail list and a list of places to send advertisements. These materials will be kept in the Dean's Office.

Feedback is needed from department heads on program initiatives in Owensboro. The President will be meeting with the deans next week to discuss this issue.

Dr. Poe distributed a proposal to eliminate the research tool requirement for the MAE and asked for feedback. Department heads were asked to discuss this with their faculty before the next Administrative Council meeting. Considerable discussion followed.

The department heads work day is scheduled for November 22. If department heads have any items to put on the agenda, they need to submit those to Dr. Evans by the first of next week.

U.S. News and World Report data was distributed for information.

Dr. Evans cautioned about how we handle issues relative to litigious students and academic disputes.

Information from AASCU was distributed for information.

Dr. Evans discussed the issue of the cost of rental cars rather than using one's own vehicle for travel. He cautioned not to use a Cadillac when a premium car is unavailable, as it will cost more.

A search will be started in the near future for the early childhood position in SIP. Also, two positions will be housed in the Dean's Office: a Grants Administrator and an Associate Dean for Administration and Student Services. Dr. Bilotta will chair the grants search committee, and faculty representatives must have grant experience in order to serve on that committee. Dr. Roenker will chair the Associate Dean search committee, and it will be a national search. Dr. Evans will be looking for faculty to serve on both of those committees.

Dr. Evans asked that Council members be thinking about starting Administrative Council meetings earlier, possibly 8:00am, if it does not interfere with teaching schedules.

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

Cathie Bryant, Secretary