

Minutes  
Administrative Council - College of Education and Behavioral Sciences  
Thursday, November 11, 2004 – 9:00 a.m.  
Dean's Conference Room, Tate Page Hall

Members present: Evans, Poe, Keaster, Daniel, Fiene, Hughey, Metze, Powers. Karl Miller was a guest.

The official letter has been received from NCATE notifying the College that continuing accreditation has been granted through the year 2010. Dr. Evans will be attending a meeting in Frankfort on November 29 for a state audit on reaccreditation.

A packet of information was distributed relative to Dr. Evans' vision for the College. He will be meeting with all professional education faculty to discuss that topic and the conceptual framework.

On December 8, Dr. Evans and others will be meeting with the President to discuss the new Education and Business buildings. Department heads were asked to be thinking about the "big picture" and to provide Dr. Evans with any comments or thoughts. He expects to have his presentation ready by the end of next week.

Karl Miller presented an overview of what the Development Office does, particularly concerning processes and procedures as well as how departments and individuals can assist. He indicated that Western's program is the number one program in the southeast region and invited department heads to meet with him on a regular basis. An emphasis was placed on assuring that Mr. Miller is kept informed about events or persons of interest. Never take anything for granted or assume that he knows!

Discussion was held regarding the equipment/classroom renovation fund requests. Dr. Evans plans to submit the College's requests by the end of the month.

Discussions are being held relevant to raising the promotion increments. The proposed increase is ten percent of the median amount for each level.

Department heads were asked to be thinking about the role and effectiveness of the Faculty/Professional Staff Advisory Council. This will be discussed at a later time.

Department heads were apprised of recent thefts in the building. It is strongly suggested that faculty be reminded about the importance of locking doors, locking lecterns, and closing windows. In addition, if faculty use a classroom after the doors have been locked, they need to be sure to close the classroom door when they leave.

Dr. Evans announced that new windows will be installed in the building in the near future.

Dr. Metze went over the list of requests for equipment/classroom renovation. He stressed that if problems are encountered with equipment, he needs to be notified as soon as possible. Dr. Fiene suggested that funds be requested to purchase tables and chairs for all classrooms in the building.

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

Cathie Bryant, Secretary