

Minutes  
Administrative Council - College of Education and Behavioral Sciences  
Thursday, November 15, 2001 – 9:30 a.m.  
Dean's Conference Room, Tate Page Hall

Members present: Adams, Evans, Crews, Filip, Greenwalt (for Nims), Haggbloom, Metze, Mikovch, Moore, Patterson (for Fong), Poe, Sales, Stone (for Ecton).

Dr. Adams indicated that the College is continuing to push toward a joint doctoral program with UL. Also, she said that Ann Mead is aware of the delays with billing and is working on it. An individual has been hired to replace someone who left, so the situation should improve.

This year, the Dean's Office will be sending individual faculty members, in addition to department heads, copies of their evaluations. Copies of questions to which department heads are to respond prior to meeting with the Dean for their individual evaluations were distributed.

Promotion and tenure guidelines were discussed. The criteria are listed in the Faculty Handbook, and Dr. Adams encouraged against faculty applying early for promotion. If particular offers are made during the interview process, those things need to be clearly stated in the appointment letter. Dr. Evans added that to apply early, faculty need to exceed the requirements. This should be an exception to the rule and not common practice.

Dr. Adams has talked with the University of Kentucky regarding doctoral exchanges/internship programs. She spoke further on the difference in expectations of faculty at institutions like Western versus research institutions. Information was distributed on this issue, and department heads were asked to read it and be prepared for further discussion at the next meeting.

Brief discussion was held on the Bachelor's degree in Educational Studies.

Use and/or distribution of equipment funds was discussed. Dr. Metze mentioned that projection units will be installed in all three rooms of the Auditorium, and a technology podium is needed. Also, the issue of security needs to be addressed. Department heads should be thinking about this so that a decision can be made at the next meeting.

The Action Agenda fund was discussed, and Dr. Adams indicated that money is still available, particularly under No. 26. The deans will probably meet in the near future on a proposal for those particular funds. Faculty are encouraged to consider submitting proposals in this area. Dr. Poe added that proposals submitted from CEBS were very good.

Dr. Adams commended the Communication Disorders faculty for their meeting with the consultant regarding web-based courses.

Dr. Evans stressed that personal service contracts need to go to the Legislative Oversight Committee, which is a very slow process, particularly if funds from Kentucky are being used.

The College has been given permission to begin the search for an Assistant Dean. We need to be thinking about how that position will be defined and let Drs. Adams and Evans know if there are areas of concern.

The need for an additional ITV classroom in the building was discussed. Dr. Kirchmeyer has indicated to us that the ITV classroom on third floor will be completed by March. It will be for the entire University community with CEBS having first priority. Everyone is encouraged to use 338 and 339. Dr. Adams pointed out that we are still working on obtaining a possible donor.

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

Cathie Bryant, Secretary