

Minutes  
Administrative Council - College of Education and Behavioral Sciences  
Thursday, November 16, 2000 – 9:30 a.m.  
Dean's Conference Room, Tate Page Hall

Members present: Adams, Evans, Fong, Crews, Houghton, Houston, O'Connor, Poe, Sheeley (for Schnacke), Stayton, Stone.

Dr. Adams discussed department head search processes. The Psychology search has begun with Blaine Ferrell chairing the search committee. PE and Recreation have agreed to conduct an internal (to the department) search with Lou Fong serving as chair; the Consumer and Family Sciences internal search will be chaired by Lowell Shank, and Special Instructional Programs have submitted nominations for a chair but have not yet decided on what type of search to conduct.

Student credit hour production was discussed at length. This topic will be addressed at the November 28 work day. Department heads were encouraged to be thinking about specific goals for the department and for faculty to do the same.

A copy of an email from Dr. Flynn was distributed and discussed concerning four-year plans in the catalog. It was agreed to forward to him the web addresses of our four-year plans so that they can be included in the catalog. An additional item was distributed and discussed regarding the policy used by the University of North Texas in rewarding faculty for teaching distance courses.

Dr. Adams briefly discussed pursuing the possibility that when faculty rotate out of optional retirement, those funds could be used to assist new faculty with moving expenses.

Dr. Evans reported that 4<sup>th</sup> quarter indirect funds have not been received, nor have 1<sup>st</sup> quarter funds. The current budget situation is not good as far as faculty support for travel. There are some funds available in the operating budget which were originally for faculty development.

Mr. Ken Baushke, Director of Purchasing, was introduced, as were members of the Council. He then spoke about some of the problems being experienced such as not being able to determine who to bill for FedEx orders and difficulties in doing confirmation orders. He would like to see the process tightened up and also wants to review the procurement system. In addition, he hopes to work toward purchasing technology equipment in larger quantities to take advantage of discounts. A brief question and answer period followed.

Discussion was held regarding the offering of on-line courses which would be restricted to off-campus students.

Dr. Poe reported on the retention conference she attended at ECU. Dr. Burch will be convening a meeting of everyone who attended that conference. Those who attended agreed that Western needs a formal retention program as opposed to the current "random acts of retention." They also agreed that by improving the quality of student life and increasing student learning, retention would take care of itself. Handouts were distributed containing information from CPE. Dr. Poe indicated that she would like to see the College offer UC101 sections for people interested in programs in teacher education. Also needed are individuals to advise undeclared students.

Dr. Adams reported on Jim Applegate's visit to campus. She commended department heads for following up on the Taking Aim information. Bob Cobb has indicated that Taking Aim is having a positive affect on retention.

The Governor's Conference on Latin America will be held in January, and Western's Mexico City program will be presented at that conference. Dr. Houston is finalizing information to be put on the web regarding the program.

The third Brown Bag Lunch will be held tomorrow, and Julia Roberts will present information on gifted education. Department heads were asked to encourage faculty to attend. Some new faculty have expressed a desire for informal meetings to discuss research ideas and other concerns they may have.

The MSERA Annual Meeting is being held in Bowling Green today and tomorrow. Everyone is encouraged to attend the College's reception tonight at the University Plaza Hotel. Also, the University is sponsoring a Global Automotive Conference which may have some implications for connecting to the College.

The Graduate Studies Office is running low on brochures for graduate programs and is asking that departments provide them with additional copies to restock their supply. Dr. Evans added that Sam McFarland is serving on Western's Task Force for Graduate Programs. That group is focusing on the purpose of graduate programs and will be looking at what can be done at Western. They will also be studying graduate assistantships.

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

Cathie Bryant, Secretary