

Minutes
Administrative Council - College of Education and Behavioral Sciences
Thursday, November 18, 2004 – 9:30 a.m.
Dean's Conference Room, Tate Page Hall

Members present: Keaster, Baker, Fiene, Haggbloom, Hughey, Metze, Mikovch, Powers.

Information for discussion was distributed. Dr. Metze began by going over the equipment/classroom renovation requests. Brief discussion followed.

Dr. Keaster stressed the importance of being proactive relative to input and concerns about the new building. He added that it is likely the business and education buildings will both be built at the same time in a location across Normal Drive. Department heads were strongly encouraged to solicit input from faculty.

Department heads were instructed to look over the Charles Smith email regarding the Malvina Reynolds project and act upon it accordingly.

Information was distributed to department heads concerning an opportunity for research.

The undergraduate program enrollment report was distributed for information.

It was announced that the groundbreaking for the Student Success Center is tentatively scheduled for late November. Also, the budget process is moving along.

Information was shared relative to the possibility in the near future of obtaining a student's picture by clicking on their name and class roster.

Strategic Plan progress reports are due in January. Dr. Keaster will get clarification on this.

The President has expressed concern regarding future events that involve outside people. He wants to be sure that these events are done well. Council members asked that clarification be sought relative to exact expectations and constructive suggestions for planning a first-class event.

Carry forward funds are expected in approximately a week.

Department heads were encouraged to use Aramark whenever possible.

Information on J-term can be obtained through the DELO website by clicking on summer sessions and then on Winter Term Implementation Committee. The Committee is still seeking input on that term, particularly relative to classes that could be offered. Department heads should forward input to Dawn Bolton and copy Dr. Burch.

Discussion was held on the part-time faculty process, which is now in Banner. It is recommended that the on-line paperwork be completed as each part-time faculty member is employed, rather than waiting to do them all at once. Questions should be referred to Zee Evelsizer.

Brief comments were made on the Office of Sponsored Programs Annual Report, which is still in draft form.

The Grant Budget Reallocation and Cost Transfer Guidelines have been approved and will be available on the website.

The WKU Faculty and Start-up Businesses draft was distributed and discussed. Department heads should review this draft, share it with faculty, and provide feedback. Dr. Haggbloom asked that feedback also be given to him, as the Department Heads Council will be discussing it as well.

Dr. Keaster pointed out that accreditation dues are paid through the Office of Academic Affairs. Departmental and dean accounts are to cover the cost of visits.

Dr. Burch has met with the Honors Program committee. A recommendation has been made to invite an outside individual to assess the program and make suggestions as to its path. Input is being solicited, and department heads were encouraged to discuss the program with faculty and submit ideas.

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

Cathie Bryant, Secretary