

Minutes
Administrative Council – College of Education and Behavioral Sciences
Thursday, November 20, 2008 – 9:30 a.m.
Dean's Conference Room, TPH

Present: Evans, Poe, Carter, Daniel, Davis, Fiene, Haggbloom, Lich, Powell, Powers. Tony Kirchner was a guest.

Restructuring Classroom Technology Support in the IT Division – Discussion occurred. Mr. Kirchner indicated that this will apply to all classroom support. There will be several levels of response help, and a funding source will be created for classroom technology issues and installations. Further discussion on ensuring that equipment is turned off when individuals are finished. Dr. Evans will make a few contacts to remind everyone in the building to do this.

Questions were raised relative to standardizing all equipment. A control system is expected to be implemented, with the hiring of a programmer and a technical installer. Comments were made concerning the ability to hold costs to the estimated \$100 figure. At this point, it appears that IT will operate very similar to Facilities Management. If equipment, etc., is centralized, costs can be expected to increase. Mr. Kirchner point out that additional costs can be anticipated because IT won't be able to handle all the work internally.

IT will begin the migration to active directory the first of the year. It will be a very intensive process, as it will be done department by department machine by machine, and the user will need to be present.

Equipment and Classroom Improvement Requests –Not yet received; the pending budget cuts, along with other things occurring in the state, may impact the process. Dr. Evans expects to hear something after the Thanksgiving holidays.

Energy – Sharon Hartz will be attending meetings in her role as Building Coordinator. At this time, it is anticipated that the electricity in the building will be on, although it will be off in some areas. The temperature will be turned down to 60, but faculty can access their offices. The network will be up and running, and the day care will be open. Several issues have yet to be addressed. Council members agreed to leave the start date for the third EdD cohort at July 6.

Fees/Collecting Money – Dr. Evans reminded everyone that faculty and staff are not to collect and hold money from students. Registered clubs are allowed to do this.

Bragging Points – Faculty involved in activities related to the CPE initiatives should submit the information to Alecea Davis when items are submitted for Doers and Deeds.

Developmental Education – Dr. Evans reported that things are being pushed back, tied in with funding. We should continue to move forward.

Faculty Rank – Discussion. If any department heads have strong feelings on research faculty, recommendations should be sent to Dr. Evans before the Thanksgiving holidays. The main issue deals with terminal qualifications. Department heads should forward their thoughts to Dr. Evans.

Glossary of Kentucky Education Terms – Distributed for information.

Kentucky Teaching Certificates – Information on terminology related to certification was distributed, and Dr. Poe explained. She asked that everyone change the date and said she would forward the document electronically to department heads to share with faculty.

ERC Schedule – ERC is proposing to remain open Monday-Thursday 8am to 6pm, 8am to 4pm on Friday, and closed on Saturday. Let Dr. Evans know if this will impact weekend classes.

Student Attendance – If a student misses a week of classes, the faculty member should contact AARC. We are being asked to make faculty aware that this is a retention and advising issue, and the AARC form should be completed. Further discussion was held on whether faculty should take attendance or if that infringes on academic freedom.

CEBS Values – The committee members at Saturday's meeting developed the following values for the College: (1) the pursuit of academic **excellence**; (2) personal and professional **integrity**; (3) **respect** for individual differences and intellectual freedom; (4) leading through **service**; and (5) **collaboration** among colleagues, students, and partnerships. The mission statement was revised as follows: "Empowering individuals to lead and serve our dynamic world." This will be shared with faculty to solicit input. The vision statement will be addressed in the spring, probably in March.

Evaluating Part-time Faculty – Department heads are doing this.

Job Embedded PD and Professional Learning Communities – Dr. Evans made brief comments.

Graduate Program Admissions – Dr. Evans reported on a recent meeting with personnel in Military Science relative to a graduate program. Further discussion was held on graduate admission requirements and the GRE. Dr. Stickle has expressed an interest in serving as coordinator of initiatives in this area. Further comments were made on combining counseling and leadership for a program for Army Chaplains. In addition to discussion related to meeting the academic needs of military personnel, comments were also provided relative to international students seeking a degree through the MAE/EBSS program. This entire issue needs to be addressed and a proposal developed. Considerable discussion followed, and Council members agreed that conditional admission is an option. Discussion points included:

1. Requiring applicants to meet institutional GRE requirement and submit a statement of purpose and their reason for enrolling in the program;
2. Requiring students to successfully complete selected courses for full admission; and
3. Putting in place an academic support system for these students.

Part-time Faculty for Spring – The budget needs to be balanced, and we need to move forward.

Transitional Retirement – Letters should be submitted to Dr. Evans now.

Curriculum – Dr. Evans indicated that much work is needed. January 5 was suggested as a date to hold a meeting to address this issue.

Undergraduate Catalog – Proposals will need to be approved by UCC no later than March to be included in the catalog. Graduate proposals should be on the same time line.

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Work Environment – We need to ensure that no faculty are uncomfortable in the work place.

Office Keys – Brief comments were made.

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

Cathie Bryant, Secretary