

Minutes
Administrative Council - College of Education and Behavioral Sciences
Thursday, December 11, 2003 – 9:30 a.m.
Dean's Conference Room, Tate Page Hall

Members present: Evans, Keaster, Poe, Baker, Daniel, Ecton, Haggbloom, Houston, Hughey, Metze, Mikovch, Powers.

Considerable discussion was held on advisement. Additional suggestions were made:

- Teach a section of UC 175
- Develop a teacher education handbook for undergraduates
- Schedule a meeting to discuss what should be included in the advisement process
- Talk with colleagues at other institutions to see what they do and develop some "best practices" ideas
- Spend part of the first class session each semester explaining advisement and answering questions
- Use the student mass email system to communicate with majors/advisees
- Create a listserv for faculty members to communicate with majors/advisees

Dr. Evans remarked that the College's rolling admission process makes it difficult for opportunities to capture students. He will submit the above suggestions as ideas to use in developing a plan to address the issue.

Dr. Keaster discussed the revised Vision and Mission statements. Dr. Evans noted that they refer to the professional education unit, which is University-wide. An electronic version of each will be sent to department heads, and Dr. Metze indicated he would post it on the web. Dr. Evans stressed the importance of all students and faculty being notified. Their support is imperative, particularly relative to accreditation.

The College will be working with CPE and KDE to develop a report on activities being conducted in the College. In the report, Dr. Evans will include information on (1) National Board, (2) e-train, (3) Work Sample, (4) alternate route, (5) activities in Gifted Studies and SIP, and (6) ROTC. He asked responsible parties to provide him with a brief description of activities occurring in those areas, particularly connections with schools. The information should be submitted electronically to Dr. Keaster by Monday. Drs. Evans and Keaster will work together on preparing the report.

Dr. Poe will serve as Acting Dean next week while Dr. Evans is out.

Dr. Evans spoke briefly on proposed new buildings included in the University Master Plan. He has communicated his concerns to the President.

Brief comments were made regarding affiliations with KCTCS.

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

Cathie Bryant, Secretary