

College of Education and Behavioral Sciences
Administrative Council Meeting Minutes
June 30, 2016
9:30 a.m.

Present: Sam Evans, Janet Applin, Tony Kirchner, Margie DeSander, Jill Sauerheber, Pitt Derryberry

Guest: Sharon Hartz, CEBS Budget Coordinator

Budget & Staffing: Council members reviewed handouts relating to FY18 budget reallocation targets and faculty vacancies. Discussion. Unit heads suggested inviting Provost Lee to a future Council meeting. Dean Evans reminded the unit heads to be thoughtful in their spending while keeping our student's needs in mind. He (Evans) asked unit heads to think about summer sessions and particular courses that need to be offered during the term.

Promotion/Tenure/Post-Tenure Review: The Council discussed using open source and/or suspect journals in promotion and/or tenure portfolios. After lengthy discussion, the Council agreed that the promotion and tenure criteria statement discussed at the June 23, 2016 Council meeting should be moved under the documentation header on the college's promotion and tenure document. Following approval by the Council, the revised promotion and tenure criteria statement will be effective beginning June 23, 2016. Dean Evans will send an email to CEBS faculty. The updated document will be posted to the CEBS' webpage.

Enrollment & Retention: Current enrollment numbers were discussed. The Council agreed that the totals do not seem accurate. Dr. Applin will check the calculations and get back with the Council on her findings. Dean Evans would like to meet with unit heads individually to look at their department's enrollment numbers.

Space - Research & Office: Dean Evans asked unit heads to send him their current and two-year projected space needs. He stressed that space utilization and visibility is of utmost importance.

CEBS Strategic Plan: Dr. Applin provided a progress report. She (Applin) indicated that planning committee will meet in early August. The P&T document will be presented to faculty and staff at the opening meeting in August. Suggestions for the document may be sent to department representatives or Dr. Applin. Discussion.

Branding & Marketing: Corie (Martin) has been working with unit heads and Dean Evans to finalize the new marketing campaign design. Discussion.

Homecoming: CEBS will have a Homecoming Open House in Gary A. Ransdell Hall on October 22 for alumni and friends of the college. More discussion will follow.

As there was no further business, the meeting adjourned.

Respectfully submitted,

Tammy Spinks