

Minutes  
Administrative Council - College of Education and Behavioral Sciences  
Thursday, June 22, 2006 – 9:30 a.m.  
Dean's Conference Room, Tate Page Hall

Members present: Evans, Poe, Keaster, Daniel, Fiene, Goglia (for Baker), Haggbloom, Hughey, Metze, Mikovch, Powers.

Dr. Evans announced that LTC Baker will be assuming a position in Leadership Studies when his term in Military Science has ended.

Informational materials from SREB were distributed.

Department heads were asked to give some thought to staffing plans for next year. If anyone has a vacancy that has not been filled, that position should be included in the plan.

It was noted that there are currently two applicants for the Associate Dean position.

Dr. Evans indicated that he will be targeting two positions in the staffing plan, one in Educational Psychology and one related to instructional design in SIP.

Summer enrollment was discussed. Department heads should document why numbers are down, including specific courses and circumstances in each instance. Also discussed was the issue of faculty teaching load, particularly for the summer term. Department heads were asked to be thinking about their particular situation and provide information and numbers to Dr. Evans.

Dr. Evans reminded everyone to submit time and effort reports.

The subject of electronic portfolios was discussed, Dr. Evans discussed the ramifications of the University's decision to purchase a license through Blackboard. Dr. Metze spoke further on the issue. Dr. Evans will be meeting on this in the near future and will keep everyone informed.

A packet of materials was distributed. The first enclosure contained a list of ten targets to be addressed this year. These targets will be discussed at the August 7 Administrative Council Planning Day. The College will be required to submit a plan.

The NKU document on reappointment, promotion, tenure, and performance review was discussed at length. A recommendation was made, and accepted, that a College committee be formed composed of one tenured faculty member from each department elected by the faculty, one tenured faculty member from each department appointed by the department head, and two department heads to be chosen among themselves. The committee will elect a chair from among the members. Prior to the first meeting of the group, a clear charge will be developed. There was agreement that the University guidelines need to remain global enough to allow individual colleges and departments to be specific to their own units. The recommendations of the committee will be endorsed by the Administrative Council and the dean before being forwarded.

Dr. Burch has formed a committee to address the issue of the use of vehicles insured by the University. If department heads have any concerns, they should notify Dr. Poe.

Department heads were asked to provide feedback to Dr. Evans relative to the document on endowed and chaired professorships.

Two faculty members are needed to serve on the University Honors Program. Names should be forwarded to Dr. Evans no later than July 10.

Kelly Madole was selected, with Sharon Spall as the alternate, to serve on the Faculty Scholarship Council, unless the entire membership rotates off at the same time. If that occurs, Vicki Stayton will be asked to continue in her role.

Discussion was held regarding the personnel and other changes in Graduate Studies. Dr. Poe will represent the College on a committee to work with Dr. Bowker in addressing the application process.

Dr. Evans noted that he is scheduled to be on vacation the next two weeks but will be in town during that time.

Marge Maxwell was chosen to serve on the Academic Program Review Committee.

Dr. Poe distributed a draft schedule for the August 21 College PD day. A session on budgets/finance will be added for Office Associates. If department heads have any other ideas, they should email Dr. Poe by June 27 or 28. Dr. Poe indicated that she will be in contact with department heads to obtain current information on all new faculty.

Brief remarks were made relative to the relocation of the videos that are used by faculty in classes. Dr. Evans will look into the existence of a courier service.

Dr. Evans commented briefly on the addition of Steva Kaufkins to the Dean's Office as Grants Administrator.

Dr. Evans noted that there has been no official notification on the new Associate Vice President selection.

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

Cathie Bryant, Secretary