

Minutes
Administrative Council – College of Education and Behavioral Sciences
Friday, August 25, 2011 – 9:30 a.m.
Dean's Conference Room, GRH

Present: Evans, Poe, Applin, Caldwell, Carter, Haggbloom, Kline, Lich, Norman, Pope, Powers, Schlinker

Faculty Searches – All Form 1s should be submitted by September 9. We need to advertise both in print and electronically.

Staffing Plan – Narratives should relate to the unit's particular needs relative to enrollment. A 9-hour load should be used.

Enrollment – Brief comments related to enrollment and the ability to staff all classes.

Homecoming – The College will host an Open House on October 22 (10am-noon) during Homecoming to highlight the building.

Development – The Development brochure is being revised. Amanda will send out an electronic version and ask for feedback. Further discussion was held on an Advisory Board meeting. Everyone should keep Sept. 23 open for a possible meeting. Any feedback needs to go to Amanda.

Memorials – Brief comments were made relative to planting trees during Homecoming in memory of two faculty members.

Art Displays – A meeting is planned for next week to discuss displaying artwork in the building.

Department Head Selection and International Travel Policies – The policies are being revised.

International Exchange Agreement – If anyone sees something of concern, notify Dr. Evans.

Staff Travel – This policy will be changed. Brief remarks followed.

DELO Funds – The funds will not go to individual departments' DELO accounts. They will go to departmental E&G indexes.

Retention – The College Retention Committee will be joining the group at a future meeting.

Tony Wagner Book – Let Janet know if you want one.

Pinning Ceremony – It will be held on Tuesday, September 6, at 6pm in Diddle Arena.

Strategic Priorities – Considerable discussion was held, primarily relative to the objectives. Most of the College's efforts will be with Goals 1, 2, and 3. Dr. Norman will send everyone a Word document.

Branding of Ransdell Hall – Dr. Evans has asked that a committee of faculty be involved (one from each unit). Unit heads should be thinking about who they want to serve on the committee. Amanda added that her office is working on naming opportunities and temporary sponsorships in the building.

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Emergency Procedures – Discussion was held on emergency procedures in the classrooms/building. The notice should be posted on all bulletin boards, and the suggestion was made to put it on the desktop so it would be easily accessible.

Classroom Technology – Activeboards will be moved to 2005 and 2006 but may not be ready until Monday.

Major Discovery – Discussion was held on whether the College would want to do something similar to what is done in the Department of Communications.

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

Cathie Bryant, Secretary