

Minutes
Administrative Council – College of Education and Behavioral Sciences
Thursday, September 19, 2013 – 9:30 a.m.
Dean's Conference Room, GRH

Present: Evans, Applin, Capps, Derryberry, Dietrich, Gott, Kirchner, Kline, Norman, Poe, Pope-Tarrence - Pam Pierce, Sharon Hartz--guests

Discussion:

--**CACREP Visit** - Dr. Evans reported that Dr. Kline and his faculty had a good report from the accreditation team.

--**Freshmen Fest** is today from 5:00 pm to 7:00 pm. Pam Pierce reported that everything was in order for this event and she feels the attendance will be good.

--**DELO Distribution** – Copies of the summer and DELO distribution were distributed. Dr. Evans and Sharon will make an appointment to meet with Beth Laves to discuss the method used to figure summer distribution. Sharon indicated she would distribute the DELO funds as soon as the allocation posts in our budget. Department Heads should let her know whether to allocate the funds to their DELO account in the Dean's Office or their operating budget.

--**Promotion and Tenure Discussion** – The Faculty Handbook is the guiding document. No Promotion and Tenure documents have yet been approved.

--**Continuations** – Dr. Evans needs these by Monday, September 23rd.

--**Analytics Discussion** - regarding classes, sections, enrollment -- looking at reducing the number of sections of classes and increasing efficiencies. Janet Applin will be the point person at these meetings.

--**The Majors and Minors Fair** had very good attendance on Wednesday, September 18th.

--**Colonnade** General Education

--**Rcaps** coming in – out by next week

The meeting adjourned at 10:45.

Susan Krisher, Secretary