

Minutes
Administrative Council - College of Education and Behavioral Sciences
Thursday, November 8, 2001 – 9:30 a.m.
Dean's Conference Room, Tate Page Hall

Members present: Adams, Evans, Crews, Ecton, Filip, Fong, Haggbloom, Houston, Metze, Moore, Nims, Poe, Stayton. Drs. Jeanne Fiene and Chris Wagner were guests.

Dr. Adams announced that Western, and more specifically the Department of Educational Administration, Leadership, and Research, will be participating in a new program to improve school leadership through SREB. She commended the Department, adding that this accomplishment speaks well of the Department and that WKU is the only participating Kentucky institution. Also, Special Instructional Programs received a new adult literacy grant, which brings with it the possibility of a subsequent grant as well.

Discussion was held on the \$25,000 Action Agenda funds available for professional development through the Center for Teaching and Learning and the college deans. The deans will be meeting with Dr. Kuhlenschmidt to discuss division of the funds. Department heads were encouraged to urge faculty to consider submitting proposals in this area, No. 26.

A summary of Action Agenda proposals was distributed and discussed. Dr. Adams indicated that the College submitted a proposal for up to \$10,000 for which departments do not have to write separate proposals. She pointed out that Dr. Burch will not support requests for things that faculty are already doing or should be doing.

Discussion was held on the search process. Department heads should be certain that the areas of integrating technology into instruction and a commitment to alternative methods of program delivery are included in all position descriptions. Also, before a candidate arrives on campus, the Committee should develop a standard set of questions to ask each candidate. If particular requirements are included in the description, those candidates who meet the requirements cannot be ignored, nor can individuals be invited to campus who do not meet the requirements.

Contact hour requirements, particularly for summer school, were discussed. Dr. Adams pointed out that a 3-hour course should meet 2250 minutes, not including breaks and final exam time.

Dr. Adams reported that additional sections of general education classes were added at the last minute because of enrollment increases. When department heads plan for the fall, they should use caution when scheduling general education sections to anticipate the larger student numbers.

Dr. Haggbloom distributed information on the funding of positions using salary savings. Dr. Adams stressed that department heads need to remember this when looking at positions.

Dr. Fiene made a Power Point presentation on the alternative route to certification program and the involvement of school districts. Dr. Adams commented that it is a good selling point for programs. A fact sheet was distributed, and Dr. Adams commended the Department faculty on it. Considerable discussion followed.

Dr. Adams reported that the College newsletter has gone out, and we have already received the first donation from an alumnus. Department heads should be thinking about what they would like to include in the next issue, as Dr. Houston is already in the process of working on it.

Dr. Evans indicated that student signatures are now required on graduate Forms B and C, per Standards Board guidelines.

Dr. Adams reported that she and Dr. Evans have met with the GATE people who returned from Mexico City. Dr. Stayton gave an update of the project and the trip. Dr. Adams added that the relationship also allows for programs other than teacher education.

The issue of faculty loads and reductions, as explained in the Faculty Handbook, was discussed. Load reductions for graduate courses should be agreed upon with the department head in writing and then submitted to the Dean. Department heads were encouraged to be consistent in awarding load credit.

Dr. Houston announced that she was appointed to serve on the committee concerning instructional television. She will be taking to that group information from the College.

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

Cathie Bryant, Secretary