

MINUTES
ADMINISTRATIVE COUNCIL – COLLEGE OF EDUCATION AND BEHAVIORAL SCIENCES
June 3, 1999

The Administrative Council met on June 3, 1999 with Dr. Evans, Dr. O'Connor, Dr. Stayton, Dr. Schnacke, Dr. Patterson (for Dr. Fong), Dr. Oglesby, and Ms. Mikovch present. Dr. Evans shared the information he had received at the Dean's Retreat on June 1 with the group.

Dr. Evans asked that each department head examine the productivity cost analysis data to determine how the data will impact individual units and to use the data when preparing staffing plans. He said the College student/faculty ratio was 1/14 or 1/15 and the university would like a ratio of 1/17. Department heads were asked to read the material and be prepared for further discussion after July. The data on the Profile/Productivity forms should also be considered when completing staffing plans.

Out-of-state tuition waivers were discussed as a way to increase enrollment. The University wants to have an increase of 200 in total enrollment.

It was reported that in order to meet the annual budget of the University, \$2.27 needed to be generated for each \$1.00 of costs, and that the costs will be assessed at the College level rather than at the University level.

Dr. Evans stated that Distributed Learning will be a topic of discussion at the Tuesday, June 8th meeting and he would like feedback from the appropriate document to take to the meeting.

The data concerning Faculty Workload Allocation for fall of 98 and spring of 99 was distributed. Dr. Evans stressed that the Provost will look at the end product faculty produce in line with the workload assignments for promotion and tenure. This topic will also be continued later in the summer.

The Room Utilization Data will need to be evaluated by each department head for accuracy. Each one will put a check in the left-hand column by room numbers assigned to him/her and note any error in room usage or mark OK for accurate information. Day or evening usage should also be noted. Some rooms are listed twice; i.e., 00340 and 340. Information is due back by June 10th. It was suggested that when assigning classes to TBA, a classroom number be assigned rather than an office number.

Unit Productivity Awards are due on July 2nd. All units are eligible. Dr. Evans will appoint a faculty member to serve on the Unit Productivity Awards Committee.

The Development office has assigned Rodney Cohen to CEBS. He will meet weekly initially and every other week later. A Foundation is considering providing an Endowed Chair for the College. The University has set a campaign goal of \$60,000,000 to be officially announced in April.

The KCVU Course List for Spring 2000 was distributed. Dr. Schnacke raised the issue of paying a faculty member a summer 1999 stipend for development of an on line class. Dr. Evans will check into this.

Dr. Evans reminded the department heads that congeniality was to be included on all annual reviews.

The meeting was adjourned.

Alice Mikovch